

## VACATING PROCEDURE

### **Step One**

Keys are to be returned to our office on or before the day you vacate along with a carpet cleaning receipt and flea treatment certificate (if applicable).

**Note:** If the last date of your tenancy falls on a weekend or public holiday, then your keys are to be returned before 10:00am on the next business day. Should the keys be returned after 10:00am then rent will be charged up to and including the day the keys are returned.

### **Step Two**

Final Inspection of the property is carried out either the day the keys are returned or the next available business day.

### **Step Three**

Items that need to be rectified are organised and accounts received.

### **Step Four**

Bond Statement with details of all deductions and with the 'Joint Application for Disposal of Security Bond' is sent to your new address for signing.

### **Step Five**

'Joint Application For Disposal of Security Bond', once returned to our office, is forwarded immediately to the Bond Administration and your refund cheque is sent directly to your new address from The Bond Administration or via Direct Debit. .

### **General Information**

Please be advised that under the Residential Tenancies Act S.52 a tenant shall not fail or refuse to pay any rent due under an agreement with the intention that the amount of such rent be recovered by the owner from the security bond paid by the tenant.

Returning the keys to our office indicates that you believe the property to be in order as per the original Property Condition Report, therefore all items to be rectified will be organised by our office at your expense. You may or may not be given the opportunity to return to the property once the keys have been handed in.

If the property is not left in the same condition as the original property condition report the tenant will be charged a fee for the agent's second inspection and rent until such time as the property is satisfactory.

## RECOMMENDED CONTRACTORS

### **Recommended Carpet Cleaners:**

Miracle Hot Vapour Plus Carpet Care – Dave 0400 007 734

### **Recommended General Cleaners**

Ei'Cleen House Cleaning Services - Sarah 0414567377

Housework Heroes – Olivier 0406 006 383

Nifty Mate Property Care – 04333 50040

### **Recommended Flea Treatment Contractor**

Perth Environmental Services - Wayne 0419 045 053

B.P. Homecare Pest Control - Jim 9242 1414

The details provided above are to be taken as a recommendation only and are offered to make your vacate procedure easier. We do not guarantee the work of these contractors.

It is the tenants responsibility to follow up with any general cleaner, carpet cleaner or other contractor that they hire to carry out work at the property, should the work that the contractor carry out be considered unsatisfactory by the Property Manager.

Under Section 2.11 of your lease you are obliged to use a carpet cleaner recommended by Harber Real Estate.

## FINAL INSPECTION CHECKLIST

1. Carpets to be professionally cleaned by Harber Real Estate recommended carpet cleaner and receipt supplied.
2. Flea Treatment - If you have a pet you are required to supply a receipt for flea treatment of the interior and exterior of the property, from a reputable pest control company.
3. Stove - Oven, coils, griller and drip-tray top, sides and control panel to be cleaned. Sides and floor beneath and behind stove to be cleaned.
4. Exhaust fans to be removed and cleaned.
5. Air vents to be cleaned.
6. Windows, windowsills, runners, sills & flyscreens to be cleaned thoroughly inside and out.
7. Cupboards to be cleaned thoroughly inside and out.
8. Walls marks to be removed and any damage to be professionally repaired & repainted.
9. Doors and door frames to be cleaned.
10. Light switches, power points and doors to be cleaned.
11. Light fittings to be washed - remove all insect spotting and replace globes, where necessary.
12. Floors and skirting boards to be cleaned.
13. Bath and basin to be cleaned including taps and fittings.
14. Kitchen sink and laundry trough to be cleaned including taps.
15. Floor/basin/sink/trough waste pipe outlet grates to be cleaned.
16. Shower recess tiles, grouting and shower screen to be free of soap scum.
17. Toilet including seat set and pedestals to be cleaned.
18. Drapes/curtains/blinds/venetian to be washed or dry-cleaned, according to fabric.
19. Cobwebs to be removed (including externally around windows, eaves, doors, etc.)
20. Lawns to be mowed and edged. Gardens are to be tidy and free of weeds.
21. Pool (if applicable) to be clean treated and all equipment to be in working order.
22. Paths to be swept.
23. Garden shed/garage/carport to be tidied, swept and cobwebs removed.
24. Driveways, carports and all concrete areas to be free from oil and grease stains.
25. All rubbish to be removed. Rubbish/garbage bin is to be left out for emptying.
26. All items on inventory accounted for.
27. Washing Machines/Clothes Dryers- to be left open and lint filters to be cleaned.
28. Refrigerators - to be cleaned and turned off - doors to be left open.
29. Advise Telstra, Synergy and Alinta Gas of change of address.
30. Return all original and duplicate keys to our office on the day you vacate. Rent will be charged up to and including the day you vacate & all keys are returned.
31. Inform us of your forwarding address and phone number.
32. Cancel automatic rental deductions upon vacating.
33. Please arrange for your mail to be redirected at the Post Office, as Harber Real Estate will not forward your mail, it will be returned to sender.