



staircase

property management

VACATING YOUR RENTAL PROPERTY

Thank you for advising us of your decision to terminate the tenancy.

Please ensure all rent payments and outstanding invoices are paid in full before your vacating date. Please call your property manager one week before you vacate the property to organise a final inspection date and time.

In order for your bond to be processed and refunded, please attend to the following before you leave the property:

The property must be thoroughly cleaned. Below is a cleaning guide for departing tenants:

- Pay particular attention to the stove (and behind the stove). Clean under the elements and remember to lift the top up. Oven cleaner to clean the oven
 - Kitchen surfaces (including range hood) to be free of grease
 - Wipe ceiling, light fittings, door frames and any other areas clean of fly spots
 - Windows and window sills to be cleaned thoroughly
 - All cupboards, kitchen drawers, cutlery trays etc. to be cleaned thoroughly inside and out
 - Marks to be removed from walls and light switches
 - All light fittings to be cleaned
 - All floors to be washed, all skirting to be wiped of dust
 - Cobwebs to be removed
 - Particular attention should be paid to the bathroom and toilet. Bathroom cabinets to be cleaned, grouting to be free of all soap residue and mildew. Shower recess to be scrubbed. Shower screens to be washed and waste trap cleared
 - No rubbish to be left anywhere on the property, inside or out • Lawns to be mown, edges trimmed • Driveways, carports and concrete areas to be free from oil and grease stains
 - All items on inventory to be accounted for
 - Please clean inside windows with window cleaner and ensure outside windows are clear of mud/grass clippings etc.
 - Please ensure all the lights work and replace any bulbs that have blown.
1. Please ensure rent and any overdue invoices are paid in full.
 2. We will arrange for a final water meter reading on, or about, your last day of your tenancy. We will need to wait for the account to be sent from the water authority before releasing any bonds. This typically takes one week.
 3. In accordance with your tenancy agreement we require you to have the carpets cleaned using a professional carpet cleaning company. **We recommend 'Carpet Surgeons'** and they can be reached on 0508 surgeon.

If the above work is not completed, we may arrange to have any work done to bring the condition of the property up to a reasonable standard for the next tenants, the cost of which will be deducted from your bond. Please remember to disconnect your phone and internet and ensure your address has been changed over for all the bills you pay. Please note you will be hearing from our Leasing Consultant to arrange access into the home to show prospective tenants through.

Kind regards,

Staircase Property Management Ltd