



The Tenant,

PROCEDURE FOR VACATING THE RENTAL PREMISES

Dear Tenant,

The following information is provided to assist you in a smooth transition of vacating the rental premises.

For further information please direct all enquiries to the Property Manager.

1. As per the Tenancy Agreement the premises are able to be cleaned to a professional standard, fare wear and tear accepted.
2. Carpets are to be cleaned professionally and a receipt handed to the office on vacating.
3. If pets have been kept on the premises, flea fumigation is required by a professional representative.
4. The garden and lawn are to be free of litter, lawn mowed and garden tidy and free of weeds.
5. Complete a Final Inspection Report
6. Ensure all keys are returned to the office. The premises are not considered vacant until all keys and remote controls are returned and the rent will be charged until they are returned
7. You are responsible for terminating your utility services and notifying the postal service of your change of address.

The Property Manager will inspect the premises at a time after all keys have been returned to the office (**Office Hours are 9-30 am to 4.30 pm Monday To Friday**)

If the Property Manager is not satisfied with the condition of the premises you will be contacted and given the option to rectify or to be billed for the work to be completed by a professional representative.

Find attached a list of Recommended Businesses.

Find attached a Guide to Cleaning the Rental Premises.

Thank you,

Nick Mamara

Graceville Realty

07 3379 6286

Recommended Businesses

Gardening – Luke Odger

Contact: 0411 324 251

Cleaning – Anor

Grace Cleaning Brisbane Services

Contact: 0432 257 912

Carpet Cleaning - David Pye

Contact: 0400 860 786

Pest Control

EPM Pest Control Services 1300 396 077 or 0435 336 288

Guide to Cleaning the Rental Premises

General:

1. Wash all windows inside and out in all rooms.
2. Clean out window tracks. (Hint- the use of a dry toothbrush in the tracks loosens the soil/dust, which can be vacuumed out with ease and repeat if necessary)
3. All window coverings (curtains, verticals, venetians, blinds) must be cleaned.
4. Wash window sills and curtain rods.
5. All doors (both sides) and door edges and frames must be cleaned and marks removed.
6. Clean out fireplace if applicable.
7. All marks must be washed off the walls and ceilings including skirting boards. Remove all nails, do not patch.
8. Wash all vinyl and tile floors.
9. All carpeting is to be vacuumed and professionally shampooed. Save receipts and turn in to manager; or request that manager arrange to have this done and the cost will be deducted from your bond.
10. All trash must be removed from the premises.
11. All fly/security screens and frames must be repaired, cleaned and cobwebs removed. (Hint – hose off prior to cleaning windows.)
12. Clean all light fixtures throughout and replace any burnt-out bulbs.
13. All fans must be damp cleaned and all grease removed.
14. Power points must be wiped over, removing marks.
15. All personal property must be removed.

Kitchen:

1. Clean inside and out of dishwasher and sink.
2. Stove top, oven griller, all oven and griller trays, exhaust fan must be cleaned and degreased thoroughly.
3. Clean inside and outside of cupboards, cupboard doors and drawers.
4. Scrub kitchen floor, including under the movable appliances.
5. The bench tops and splash backs must be cleaned.

Bathroom(s):

1. Wash down tiles removing all mould.
2. Clean bathtub, shower, shower screen, including all shower tracks and taps, drains and soap dishes.
3. Clean inside and outside of toilet.
4. Clean inside and outside of cabinets.
5. Clean vanity basin.
6. Exhaust fan must be cleaned.
7. Wash mirror.
8. Scrub floor.

Laundry:

1. Floor must be swept and mopped.
2. Tubs must be cleaned inside and outside including cabinets.
3. All taps to be cleaned.
4. All linen and broom cupboards are cleaned inside and out.

Exterior:

1. The garden and lawn are to be free of litter, lawn mowed and garden tidy and free of weeds.
2. Haul away all garbage.
3. All dirt and oil must be removed from driveways, garage/carport and exterior areas.
4. All rubbish bins are to be emptied, cleaned and disinfected.