



Vertex Real Estate

Tips for Owners to Get a Property Ready for a Tenant to Move In.

- Give Proper Notice: Provide your landlord or property manager with the required notice period before vacating, as outlined in your lease agreement. Generally, 21 days depends on the agreement.
- Please remove all your belongings out of the property.
- Please remove all your belongings from the exterior of the property, such as balcony, garden, backyard, etc.
- Clean Thoroughly: Provide End of Lease cleaning. Clean the property thoroughly before moving out, including floors, walls, appliances, and fixtures. Consider hiring professional cleaners if necessary.
- Clean the car engine oil on the carpark floor, carport floor, and driveway.
- Report Damages: Report damages to property manager before repair them. This includes any damages caused during your tenancy, such as holes in walls, broken fixtures, or stained carpets. This may help you avoid deductions from your security deposit.
- Return Keys: Return all keys, access cards, and remote controls to the landlord or property manager as per their instructions. **Please do not leave the keys inside the property, as this may result in being charged a locksmith fee.**
- Cancel Utilities: Contact utility providers to cancel or transfer services out of your name before your move-out date. Please **DO NOT ASK YOUR PROVIDER TO SHUT THE UTILITIES.**
- Forward Mail: Set up mail forwarding with the postal service to ensure you receive any mail sent to your old address.



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- **Complete Move-Out Inspection:** Attend a move-out inspection with your landlord or property manager to assess the condition of the property and address any final concerns.
- **Provide Forwarding Address:** Provide your landlord or property manager with your new forwarding address for any correspondence or deposit refunds.
- **Follow Move-Out Procedures:** Follow any specific move-out procedures outlined in your lease agreement, such as returning parking passes or garage door openers.
- **Document Condition:** Take photos or videos of the property's condition after cleaning and before handing over keys, as evidence of its condition at move-out. Or attend with the property manager and conduct the inspection.