

# vacating guide for tenants

The following guide has been prepared to assist you when vacating the property, you have been renting through **Coad Real Estate** to ensure your bond is refunded without any avoidable deductions.

We cannot inspect the property until you have removed all belongings and keys have been returned. Any keys given to friends or relatives are also required to be returned.

## **We ask that, before the vacate inspection, you;**

- Advise our office of your new forwarding address and phone number.
- Pay your rent until the vacating date via direct deposit.
- Arrange disconnection of your telephone, electricity and gas supply.
- Re-direct mail to your new address.

## **Subject to the condition of the property at the commencement of your tenancy, you should ensure prior to our vacate inspection that:**

- The property is left in a very clean and tidy condition throughout with any stains removed from the carpets (professional carpet cleaning receipt required).
- All cupboards, shelves, drawers and benches are wiped out.
- Walls and doors are free of any marks, especially fingerprints etc.
- Stove, griller, oven and exhaust fans are dirt & grease free.
- All light switches, power points & skirting boards to be cleaned of dust/dirt.
- Windows, sills and tracks are clean.
- Flyscreens / security screens wiped over where possible.
- Light fittings/covers cleaned & remove any dead bugs/cobwebs that have built up. □ Blinds are cleaned and curtains washed (if possible).
- All garbage, bottles and rubbish are in appropriate bins.
  - The garage and/or storeroom are cleaned out and free of cobwebs, and grease marks (if applicable).
- Bathrooms are thoroughly cleaned, with all mould & soap scum removed from tiles, grouting & screens. Floors **must be** mopped. Exhaust fans cleaned. Mirrors cleaned with no wipe marks.
- Toilets to be cleaned inside & out. Laundry tubs cleaned.
- Lawns and edges are trimmed and gardens weeded (if applicable).
- Rubbish / recycle bins out before you leave the property.
- Pet owners - Please arrange to have a flea treatment completed as per your pet clause.

**On the day you vacate, please:**

- Ensure that you have left the black/grey NBN Connection box and components inside the property, if the NBN is connected in the property



- Ensure the main power switch for the property is set to the **OFF position**.
- Return all keys, including letterbox keys – especially if you have changed any locks.

**If you require the services of a cleaner and/or carpet cleaner, please feel free to contact our preferred cleaners below:**

Pro Clean Melbourne  
1300 966 838  
procleanmelbourne1@gmail.com

**If you require the services of a pest treatment company, please feel free to contact our preferred provider below:**

Aus Pest Control  
Call Ellicia for bookings - 9436 1198 / 0437 907 929  
info@auspestcontrol.net.au