

The following information has been prepared to assist you when vacating the property, you have been renting through Gavan Property.

Key points to be aware of:

- Please note that we cannot inspect the property until you have removed all belongings and have returned the keys. Any keys given to friends or relatives should also be handed back.
- You will be responsible for the rent up until the date complete vacant possession is provided and all keys are returned to us.
- Ensure that you have provided our office with your new forwarding address and phone number. We will require this in order to process any bond refund. If you would also prefer a bank transfer for your bond, please provide your bank account details.
- Ensure that you cancel your automatic periodic rent payments.
- Return all keys and remote controls to this office including letterbox keys. They will be verified against the original copies provided.
- Arrange disconnection of your telephone, electricity and gas services.
- Re-direct all mail via Australia Post to your new address.

When vacating you have a responsibility to return the property in the same condition as at the commencement of your tenancy (allowing for fair wear and tear).

Particular areas to be address are:

1. The property should be left in a very clean and tidy condition throughout.
2. All cupboards, shelves, drawers and benches are to be cleaned.
3. Walls, doors and skirting boards are cleaned of all marks and dust.
4. Any picture hooks and plugs that were not approved must be patched and paints to its original identical condition.
5. Light fittings and switches are cleaned, and all light fittings have working globes.
6. The stove top, griller, oven and range-hood should be thoroughly cleaned.
7. Windows and sills are cleaned inside and outside (wherever possible).
8. All window and sliding door tracks are cleaned and debris/dirt removed.
9. Blinds and curtains are cleaned/washed.
10. All garbage and unwanted goods are removed from the premises.
11. Garbage bins are put out for collection.
12. The garage and/or storeroom are cleaned out, free of cobwebs and grease/oil marks are removed from car space/garage.
13. Bathrooms are thoroughly cleaned with all mould and soap scum removed from tiles and grouting. Any ceiling mould must also be removed.
14. Toilets are cleaned inside and out including the area around the 'S' bend.
15. Exhaust fans and air conditioner filters are cleaned.
16. Lawns and edges are trimmed, and gardens weeded.
17. Hard surface flooring is cleaned and mopped.
18. Any furniture or other items included with the property are returned to original positions.
19. Carpets are cleaned and any stains removed. (Please refer closely to your Ingoing Condition Report and provide evidence of appropriate cleaning e.g. receipts to our office).
20. If pets have been kept at the property a professional flea treatment and carpet cleaning has been carried out (supply copy of both receipts to our office).
21. The outside of the property is thoroughly cleaned (including walls, windows, screens and eaves).
22. **DO NOT REMOVE NBN BOX FROM PREMISES**

If you would like the assistance of contract cleaners or gardeners, your Property Manager can supply contact details or arrange for the work to be done on your behalf.