

SAVOY REAL ESTATE

Vacating

Thanks for letting us know that you will be vacating the property. There are a few important points to keep in mind:

1. You must pay rent up to and including the day you hand the keys back. If you do not hand the keys back on the day you are supposed to vacate you must pay rent for each day past the vacating date.
2. Once you hand the keys back an exit inspection will be conducted on the property. We will then be in contact with you to discuss your bond claim.
3. It's a good idea to use our recommended services in the below checklist. This will give you the highest chance of receiving your full bond back.
4. We may be re-leasing the property, in this case we will be in contact with you to arrange open for inspections. We would appreciate your co-operation in this matter.

The following are items that need to be completed before you vacate the property:

*For a general/vacate clean,
we recommend:*

*Intrinsics Cleaning Solutions
Surashi 0478 312 342*

KITCHEN

- Clean stove, (especially behind the stove)
- Cupboards and drawers (inside and out)
- Rangehood filters, body of unit and fronts of surrounding cupboards
- Floors
- Oven, griller and drip trays
- Bench tops and sinks
- Pantry (inside and out)
- Exhaust Fans

BATHROOM & TOILET

- Bathroom cabinets (including inside of cupboards and drawers)
- Hand basins
- Toilets
- Shower screen/curtains and shower recess
- Bath
- Walls and Ceiling
- Tiling and Floor
- Exhaust Fans

WALL/DOORS

- Marks to be removed (particularly from around light switches and door handles)
- Air vents dusted

- Skirtings cleaned
- Cob webs removed
- Any holes or indentations patched and ENTIRE wall painted (patched areas will not suffice as a proper repair)

FLOOR COVERINGS

- Carpets steam/dry-cleaned (as per lease agreement)
- Receipt provided to our office
- Vinyl/linoleum/tiles washed

*We recommend: Shazzam Carpet Cleaning Services
Dave 0419 899 420
Make sure you book in advance!*

LIGHT FITTINGS

- Clear of cob webs
- Glass fittings washed
- All globes replaced and working

WINDOWS & SCREENS

- Windows cleaned inside and out
- Screens cleaned and free of any dirt
- Windowsills dusted and cleaned

EXTERNAL

- Driveways, carports, garage and all concrete areas free of all oil and grease stains

GARDENS

- Grass cut
- Garden beds and edges free of weeds

*We recommend: Evans Property Services
Kieran 0435 792 347*

BINS & RUBBISH

- Recycling, general waste and green waste bins must be empty (or on the road ready to be emptied) and clean
- Any hard waste must have a booked pick up with the council or removal date with a rubbish removal company

DISCONNECTING

Arrange disconnections of your services:

- Gas
- Water
- Electricity
- Phone/Internet

MAIL

- Redirection via Local Post Office
- Provide us with your forwarding address

GENERAL REPAIRS/ELECTRICAL/PLUMBING

If you require any general repairs we recommend contacting either of the handymen below:

*We recommend: David McGlone (General Repairs)
David 0488 077 399*

*St. George Properties (General Repairs)
Phil 0416 192 855*

*DAJ Electrical (Electrical)
Dean 0402 475 135*

*SGM Plumbing (Plumbing)
Office 8396 5720*

*If you need a trade for a more specific issue, please contact
your property manager.*

Please report any issues that need rectifying to us before your move out date so we can have the items addressed before a new tenant moves in. Your co-operation is greatly appreciated.

We hope you've enjoyed your time with Savoy and wish you luck for the future!



**Property Management Department
Savoy Real Estate**