

Vacating!

The BIG Beautique Realty Guide to Vacating

The time has come to vacate your home and the Property Management Team at Beautique Realty would like to ensure your vacate is as hassle free as possible.

In this guide we will cover off your requirement under the General Tenancy Agreement. This will assist you in receiving an excellent rental history from start to finish.

More often than not, tenants are required to return to the property after vacating to attend to outstanding cleaning items. This is inconvenient and wastes valuable time for all involved. It also delays the bond refund.

Use this guide to ensure a stress free move and a full bond refund.

Sincerely,

Beau-lea Miller, Director

Beautique Realty Property Management Team



7/21 Technology Drive
Augustine Heights
Qld 4300

p. 07 3050 4230
PO Box 4601 Springfield 4300
admin@beautiquerealty.com.au



Moving forward

Your Forwarding Address

Tenant 1

Name _____

Street _____

Suburb _____

State _____ PCode _____

Phone _____

Email _____

Tenant 2

Name _____

Street _____

Suburb _____

State _____ PCode _____

Phone _____

Email _____

Your Bank Account

BSB ____ - ____

ACC _____

Acc Name

BSB ____ - ____

ACC _____

Acc Name

The above information must be returned to our agency as soon as notice is provided of your intention to move email admin@beautiquerealty.com.au



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Most missed items

Common things people miss: so go back and check after you have finished!

Skirting Boards

Window Tracks

Light Fittings (Bugs in lights and Dust on Fans and light switches)

Air conditioning vents

Bathroom ceiling fan vents

Back side of the kitchen range hood vents

Tracks in Wardrobes

Soap build up around taps

Using dirty water on the floors will leave a film, make sure you check after the floors are dry!

Light bulbs - all alarms must be working

Beeping smoke alarms - replace the battery

Flat batteries in remote controls - replace the battery

HELP

Assistance with your move ...



Move Me In - Free Connections and Moving Service www.movemein.com.au



Ezy Cleaning Services Simon 0481 342 051 Julie 0423 389 569
Carpet Cleaning, Pest Control & Bond Cleaning Services



Termite Busters Chris 0408 072 250
Pest Control and Carpet Cleaning



Gardens Lawns Trees James 0401 297 529
Lawn Mowing, Weed Control and Rubbish Removal



Briswide Maintenance - Jason 0417 943 163
Handy Man



A & R Painting - Alister 0407 808 479

Rent

Water

Finalising your Rent Payments

Please ensure that all rent is paid as bond money is not to be utilised as rent.

We will send a final rent calculation two weeks prior to your vacate but please ensure you are aware of your current paid to date. To do this check your most recent rent receipt.

If you do not know where you are paid to please email us at admin@beautiquerealty.com.au for a current paid to date.

If rent is not paid you can still receive Notice to Remedy Breaches if you cease payments early.

Finalising your Water Usage

A final water reading will be completed at your Exit Inspection.

You may not realise that your water bills could be as much as 4-6 months behind so when it comes time for your final usage bill it comes as quite a shock.

We can do an interim water invoice for you , to do so please send an email to admin@beautiquerealty.com.au with a photo of the current water meter reading. We will do a manual calculation and invoice.

Then your final invoice will be of a smaller amount and easier to manage.

Keys

Inspect

Bond

Returning the Keys

Keys must be returned to our office on or before the move out date.

Please contact our office to arrange a time for key handover.

Appointments can be made between 9:30am and 4pm at :

7/21 Technology Drive , Augustine Heights

At this time you will be asked to provide keys, receipts, exit condition report .

You must also provide your forwarding address and bank account for your bond refund.

Vacate Inspection

We will complete your vacate inspection within 3 days of receiving your keys.

If any items are missed we will provide you with a reasonable amount of time to return to the property to make good.

Failure to do so will result in the outstanding items being claimed from your bond.

Bond Refund

We aim to complete your bond refund within 14 days.

To ensure this is able to be done please ensure all invoices are paid.

Your final water invoice must be paid on receipt as well as any other outstanding invoices relating to your tenancy conditions.

Your rent must also be paid up to your final day.

If funds need to be deducted from the bond then this will delay the refund into your account.



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General Cleaning Tips

- Wash all windows inside and out in all rooms including window tracks and ledges.
- Wash curtains and rods and blinds.
- Wash inside and outside of front and back doors.
- Clean out fireplace / Air conditioning exterior and vents
- All marks must be washed off the walls. If unable to clean off repainting may be required please consult your property manager before completing repairs.
- Wash all vinyl and tile floors
- All carpet is to be vacuumed and cleaned to the same standard at the start of your tenancy. Save Professional Carpet Cleaning receipts and provide to your property manager; you may also request that your property manager arrange to have this done (generally do this last)
- Clean all light fixtures throughout the property and replace any bulbs that don't work. Put all light fittings back up
- All rubbish must be removed from the property. If the bins are full, please arrange to put these out on bin night and return to put them inside once emptied.

Kitchen

- Clean inside and out of dishwasher (make sure you dry it out after last run)
- Clean the ceiling fan, be sure to remove the grills and clean inside and around the fan.
- Scrub kitchen floor, including under the movable appliances.
- Clean inside and out of the cupboards and drawers (pull drawers out and do under drawers)
- Remove any shelf paper.
- Clean sink, bench tops and tiles.

OVEN

- Remove racks and pans, soak in hot water to clean, dry well.
- Clean inside of oven, top of stove, under elements, pan drawer, exhaust fan, hood.
- Remove lower drawer and clean under stove.
- Wash and dry outside of stove.
- Make sure no chemical build up remains

Bathrooms

- Clean bathtub, under bathtub, tiles around the bath tub, sink, door and fixtures.
- Wipe your silver taps dry after cleaning so there is no water spots
- Clean inside and outside of toilet. Sugar Soap Bleach bleach and more bleach. Don't forget behind the toilet S bend and under the toilet seat hinges.
- Clean the inside of medicine cabinet and wall cupboard, don't forget the doors where your finger prints are
- Wash mirror use a glass cleaner and a clean, non-fluff cloth
- Scrub floor make sure the water is clean because if you use dirty water it will leave a slimy film.

Exterior

- Mow lawns on the last day
- Edge laws and gardens along the fence and garden beds and along the house
- Remove ALL grass clippings
- Remove weeds from lawns
- Weed garden beds
- Replace mulch with new mulch
- Remove any cobwebs and wash down outside of the property
- Clean outside of windows
- Empty and Clean the rubbish bins, do not leave them full of rubbish.
- Arrange for a professional Pest Control to be completed. If you have pets ensure Fleas are included in the treatment inside and out. If no pets an internal spray is all that is required. Save receipts and provide to your property manager; you may also request that your property manager arrange to have this done and the cost will be deducted from you bond.