



LOCKYER VALLEY
REAL ESTATE

Exit Instructions

Below is a list of items which is required by you, the tenant, upon vacating a property.

1. Complete a Form 13 Notice of Intention to leave giving a minimum of 14 days notice to Lockyer Valley Real Estate. Please ensure that **ALL** tenants sign it.
2. Complete all requirements as listed in the attached "Checklist for Final Inspection" including carpet cleaning by either Stainbusters or FBR Cleaning **ONLY** and flea control (if applicable)
3. Complete Exit Condition report – including water meter reading.
4. Handover **ALL** keys, completed exit report and any receipts for cleaning / carpet cleaning to our office on the final day of your tenancy no later than 5 pm.
5. **ALL TENANTS MUST SIGN THE BOND REFUND FORM UPON LEAVING THE PROPERTY.** Please ensure that this is completed and a forwarding address is provided to our office. If forms are not signed then the bond could take up to 60 days to be refunded from the RTA.

Contact Numbers:

Ideal Carpet Cleaning: (Carpet cleaning & Flea Spray)	07 54621 243
Front Row Pest Control: (Flea spray)	0407 967 259
GrassWorx Property Maintenance: (Lawn mowing and wipper snipping)	0456 486 777
Valley Handyman Services: (Maintenance & Handyman works)	0448 742 073
Murrays cleaning service (Cleaning)	0409 251 502

Please note: All requirements must be fulfilled by the appointment time arranged with Lockyer Valley Real Estate to perform the exit inspection. If there is any outstanding monies owing or cleaning/maintenance issues that are not rectified and alternative arrangements made, then be advised that for a tenant default you may be placed on the TICA database.

VACATING HINTS & TIPS

Please be aware that the last day of your Tenancy is the day you handed over the keys/remotes with all the cleaning completed, the exit report fully completed and leaving the house in a suitable state for new tenants to move in.

The last day of your tenancy generally is NOT the day you start to move out, although it is possible that with significant pre-planning, pre-packing and pre-cleaning, that you may be able to accomplish this all in one day, though difficult and is not recommended.

I will need to arrange a final inspection of the property after the premises are free from all personal effects and all items of furniture, bins emptied etc., and the premises completely cleaned, including driveway and garage floors, sliding door and window tracks, yard cleaning, carpets professionally cleaned, pest control etc.

Please be aware that under the Terms and Conditions of your Tenancy Agreement you are required to have the carpets professionally cleaned and the house professionally sprayed for fleas if you have had a pet on the premises at the end of your tenancy. Please let me know prior to your departure if you require us to assist with a professional house cleaner or carpet cleaners and/or pest controller.

An unsatisfactory final inspection can mean delays and extra rental payments as a tenancy can only end when the premises are satisfactorily cleaned, carpets have been cleaned & pest control has been carried out, original receipts supplied and keys have been handed over and the property is suitable for new tenants to move in.

The Bond refund form will be signed and may be collected upon completion of handover.

Attention to the following details is required and will ensure that your Bond is returned in full at the end of your tenancy:

- Stove: including elements, controls and spill trays, oven racks, griller and drip trays are to be cleaned and free of all build-up. The blackened trays are wire shelves can be back to original with correct effort and cleaning compounds. Choose the correct cleaning products for the type of oven.
- Hot Plates: are best cleaned and blackened with products suitable for this type of cleaning and protection Hot plate enamel is best cleaned with a liquid cleaner such as Handy Andy, let it soak for a couple of hours then lightly clean with damp cloth.

DO NOT USE ABRASIVE PRODUCTS ON ENAMEL OR STAINLESS STEEL OVEN/HOTPLATES

- Range hood: including door rubber and filters are to be cleaned. (Clean with kitchen degreaser)
- Dishwasher: including door rubber and filters are to be cleaned.
- (DO NOT USE ABRASIVE PRODUCTS ON STAINLESS STEEL)
- Laundry: Tubs inside and out and Washing/Dryer area are to be cleaned.
- Bath, shower: screen, wash basin and mirrors, toilet/s, exhaust fan and tiles to be cleaned. The shower and all tiles are to be scrubbed and grouting to be free of all mould and soap scum and residue.
- Windows: Window tracks, fly screens, windowsills are to be cleaned thoroughly. This includes outside glass as well.
- Ceiling Fans: are to be cleaned both top and bottom.
- Walls: all marks are to be removed from walls and ceilings and also the skirting boards.

- Light fittings: are to be cleaned of all bugs and cobwebs.
- Cupboards: to be cleaned both inside and outside and all personal effects removed.
- Wardrobes: to be cleaned both inside and outside and all personal effects removed.
- Floors: Vinyl and ceramic tiles are to be cleaned, all soap and cleaning residue removed.
- Gardens: to be left free of all weeds and in good order.
- Lawns: to be mowed and all edges clipped and cleaned away from all pathways, fence lines and garden borders.
- Cobwebs: to be removed from inside and outside the whole property.
- Driveway: all oil and tyre residue to be removed and cleaned.
- Light Bulbs: all lights throughout the inside and the outside of the property must be working. Should a globe be blown then the suitable amount of globes are to be left at the premises.

WATER ACCOUNT – please be mindful that the last water account will be charged at the end of the tenancy.

EXIT REPORT TO BE COMPLETED BY TENANTS.

The information contained in the “VACATING HINTS & TIPS” is a guide to help you and in no way is it to be taken as an “Exit” directive or condition of receiving your Bond refund.

Mail Redirection – Please do not forget to get your mail redirected to your new address. This can be arranged at your local Post Office.