

Notice to Vacate

Return to n1 Centre

Email: enquiries.ins@n1centre.com.au

Name/s:	
Property:	
Vacating Date:	(date in which keys will be returned to n1Centre)
Reason for moving:	
Utility companies:	(please advise which companies you have gas/electricity/internet/phone)
New address:	
Bank details for return of bond/overpaid rent:	Account Name: Bank: BSB: Account No:

Cleaning/Carpet Cleaning

- I/We agree for n1 Centre to arrange cleaning contractors to clean (Mark 0411 577 212)
- I/We agree for n1 Centre to arrange carpet cleaning contractors to clean the carpet (Mark 0411 577 212)
- I/We will undertake the cleaning and carpet cleaning as per the attached checklist. I/We understand if further cleaning is required n1Centre will engage their cleaning contractors to ensure the property complies to the 'cleaning and vacating guide'.

Please note should a tenant/s give notice to vacate and then decide to remain in the property all advertising costs will be covered by the tenant. (\$275 + GST Aprox)

Sufficient notice must be given regarding cleaning to ensure a smooth transition and bond refund.

Signed:

X _____ Date _____

NOTE: Please ensure you provide the requested notice period of 30 days, as per your signed terms and conditions. (Refer to special conditions in your lease)

NOTE: NOTICE PERIODS

- End of Fixed Term: 14 days notice prior
- Expired Lease (continuing agreement) : 21 days notice
- Break Lease: There is no set time in which notice is to be given.

FOR COUNTING PURPOSES DAY 1 IS THE 1ST DAY AFTER NOTICE TO VACATE IS RECEIVED

CLEANING & VACATING PROCEDURE

How to get your bond without delay!

To avoid cleaning charges and deductions from your bond, we strongly recommend that you attend to the following items before vacating the property and returning your keys. Under current legislation we are not obliged to allow you the opportunity to return to the property to attend to outstanding matters.

Please use the copy of the Entry Condition Report (provided to you at the beginning of your tenancy), as a guide to the condition of the property when you first moved in. Whilst fair wear and tear is also taken into account, duration of tenancy and nature of the damage also hold bearing on who is responsible, please take all reasonable steps to ensure that the property is returned in the same condition.

Any damage done to the premises by the tenant are to be rectified at the tenant's expense to the standard required by the landlord/agent, it is expected any work is to be of a professional standard.

NOTE: If the agent needs to contact contractors on your behalf, following your vacate for any outstanding matters, you may be charged a fee of \$100 for our services.

UTILITY SERVICE PROVIDERS: Prior to vacating the property, please contact your service providers to advise of your pending vacate date to ensure that final readings are recorded. However please ensure that the electricity is still connected at the property so the cleaner has power and that light globes can be checked during the final inspection. Please note that it is the responsibility of the tenant to ensure that all light globes, including the range hood lights are working – please refer to the original Condition Report.

KEYS: All keys, remote controls, swipe cards must be returned by COB on the vacating date. If all keys etc are not received, rent payments will accrue until such time as all keys are returned. Any missing keys will incur a charge.

MAIL: Please ensure that you contact your local post office to redirect your mail and advise n1 Centre of a forwarding address.

✓ **ONCE COMPLETED TO ENSURE THAT NOTHING IS MISSED**

A copy of this form is to be handed to the Agent with the keys upon vacating – this will be used as a check list for the Final Inspection

KITCHEN

- Oven – racks, grillers and drip trays are to be cleaned of all grease/char and build up from the top, base, walls and racks. Please gently pull the upright stove away from the space and clean behind.
- Rangehood – to be cleaned, including the filters (soak overnight) and ensure any range hood globes are working. Clean control knobs
- Stovetop – to be cleaned and free of grease. Clean control knobs
- All cupboards/bench tops, to be cleaned inside and out (don't forget the top of high cupboards, microwave, dishwasher, fridge etc)
- Floor to be swept and/or vacuumed and mopped; ensure that behind the fridge is not forgotten!
- Dishwasher – a rinse aid is run through, ensure that all items are removed and if applicable dried and stored away – don't forget to empty the debris from bottom drainer/filter
- Sink, taps and disposal unit (if applicable) to be cleaned and polished
- Walls and tiled areas to be free from grease, splash back to be cleaned
- Refrigerator to be defrosted and all surfaces to be cleaned, including shelves, crisper, drawers and cavity
- Windows – vacuum window tracks, clean windowsills and glass

BATHROOM/s

- Shower recess to be scrubbed and free of mildew and streaks
- Tiles and grouting to be free of all soap residue or mildew
- Shower curtain to be washed and or shower screen to be cleaned of all soap scum
- Vanity, bathtub & basin to be cleaned. All plugholes to be clean and free from debris
- Sink, shower & bath taps to be cleaned and polished
- Toilets to be cleaned thoroughly including bowl, seat, under seat and cistern
- Mirrors to be wiped over
- All drawers and cupboards to be cleaned – no items left, dust, hair etc

LAUNDRY

- Washing machine & washing machine soap tray to be cleaned of all residue
- Dryer filter to be cleaned out, ensure all lint and dust is removed – remember the top of the dryer unit
- Clean under laundry tub cabinet and clean plughole
- Cupboards and linen press to be cleaned thoroughly inside and out
- Clean splash back of tiles
- Sweep/Vacuum & Mop floor

GENERAL - ALL ROOMS

- All exhaust fans throughout the property to be cleaned
- Air Conditioning vents and Air vents to be dusted and lint free (if applicable)
- Venetians to be washed thoroughly (if applicable) and be free of dust
- Roller blinds and Holland blinds to be wiped down of marks
- Fly screens to be removed carefully and hosed or brushed to remove dirt/dust (if applicable) with any tears to be repaired or fly wire to be replaced
- Windows to be cleaned thoroughly inside and out (outside where applicable and if safe) and free of streaks and smears
- Windowsills and tracks to be free of dirt and insects

- Doors and doorframes to be left clean and undamaged and free of cobwebs
- Marks to be removed from walls with sugar soap
- Cobwebs to be removed from ceiling, cornices and walls
- All light fittings to be cleaned and free from insects and grime
- Clean powerpoints and light switches – so there are no marks or dust
- Skirting boards to be washed and free of dust and scuff marks
- All floors – vinyl, tiles and timber to be swept and mopped
- Linen cupboards cleaned, no items to be left
- All items on inventory to be accounted for, dusted, washed (if applicable)
- Window dressings to be dry cleaned if marked in any way according to fabric instructions
- All ceiling fans throughout to be free from dust (if applicable)
- Clean all mirrors throughout including wardrobe door mirrors (if applicable)
- Stainless Steel - all areas to be streak free
- Clean all mirrors throughout including wardrobe doors (if applicable)
- All furniture well maintained, cleaned and dusted and back in the original position

CARPETS

- Carpets are to be professionally cleaned if soiled or marked and a carpet receipt produced to our office with the return of the keys. Please note: if you choose not to use our office's recommended carpet cleaner you could be liable to have the carpets re-cleaned should they not meet our standard of cleanliness

PEST CONTROL

- If pets have been kept on the premises in accordance with your agreement, you must have the property professionally treated for fleas inside and out and a receipt produced to our office

OUTSIDE AREAS

- No rubbish to be left in the gardens or around the property (if applicable)
- Driveways, carports, garages and any concrete areas to be free from oil and grease stains All balconies to be swept and mopped
- Garage floor area to be swept and cobwebs removed (if applicable)
- Pool and spa to be cleaned, vacuumed and a the correct PH factor (if applicable)
- Pool equipment to be in accordance with ingoing inventory and for security reasons must be stored in the garage/shed, at the time of vacating (if applicable)
- BBQ's to be cleaned and free of grease & oil – gas bottle to be refilled (if applicable)
- All personal property is to be removed from the premises
- If pets have been kept on premises fill in any holes that they may have dug, replace any plants that have been destroyed and refer to the 'Special Conditions' section of your lease for any further requirements prior to vacating
- All outdoor furniture to be well maintained and cleaned
- Cobwebs to be removed from outside eaves, awning & ceilings, external windows & walls (where applicable) – *note: this mainly applies to lowest homes and for highset, cobwebs should be removed only from where they can be safely reached.*
- Lawns to be mowed and edges trimmed within 2 days of vacating (if applicable) DO NOT dump grass clippings or tree off cuts in garden beds or behind sheds
- Flower beds and pebble areas to be weeded (if applicable)
- Do not leave any items, cleaning products, buckets, mops & brooms behind. If any unusable items are left in or around the property a charge may be incurred for removal.

Please do not hesitate to contact n1 Centre with any queries, your efforts are appreciated and we endeavor to assist you to ensure that the ending of your tenancy is a smooth exercise.