



**MAREEBA PROPERTY
MANAGEMENT**

*Your Local
Rental Specialist*

Licensee: Selena Maree Carabot
License No. 3509663
ABN: 39 285 115 167

TENANT VACATING INFORMATION PACK



Thankyou for Renting with Mareeba Property Management



**MAREEBA PROPERTY
MANAGEMENT**

*Your Local
Rental Specialist*

Licensee: Selena Maree Carabot
License No. 3509663
ABN: 39 285 115 167

FOLLOW THIS EASY CHECKLIST TO ENSURE A SUCCESSFUL VACATE!

The checklist is designed to help you have a hassle free vacate and to ensure that you receive your bond back.

- ✓ Ensure that your form 13 – notice of intention to leave is fully completed.
- ✓ There is a cleaning standard list attached and you should read this carefully as this details the expected standard.
- ✓ Keys are to be handed in on the day you are vacating.
- ✓ Your forwarding address details must be given at the time of vacating.
- ✓ The attached Exit Condition Report is **OPTIONAL**.
- ✓ Ensure you advise change of address or disconnection of all services at your property such as phone, mail, power, pay TV and gas.
- ✓ Check the property to ensure that all taps are turned off; doors and windows are locked and secure.
- ✓ Your vacate will be carried out by your property manager within three working days.
- ✓ If there are no cleaning or repair issues a bond refund form will be completed.
- ✓ A copy of the receipt must be provided for the gas, pest control and/or carpet cleaning from a licensed business.
- ✓ Don't **forget** to pack your **PETS**.



Licensee: Selena Maree Carabot
License No. 3509663
ABN: 39 285 115 167

- Fourteen days notice **MUST** be given by all tenants on the lease.
- The form 13 must be signed by all tenants whose names are on the lease. Ensure the date is correct.
- You should be aware that the cleaning list is **not negotiable** and should any area not be cleaned to the expected standard then professional cleaners will be utilised to clean the area and **their charges will be deducted from your bond.**
- Please note that you have not relinquished control of the property until you have handed in the keys to our office. Rent will be charged to you, the tenant, until the keys are received.
- **All keys** to the property must be returned or you will be charged for locks to be changed at the property.
- You must supply the office with a forwarding address and contact numbers. This is a requirement of the RTA.
- Should you complete the exit condition report, it must be handed in with the keys, carpet cleaning, pest controlling and gas receipts. You can request a copy of all documents handed in.
- If your receipts are not handed in at the time of your vacate it will delay the vacate inspection and the refund of your bond.
- Ensure that you have notified all relevant companies of your forwarding address. Australia Post will have forwarding mail forms that you can complete. Remember that this will take three working days to be processed.
- Your vacate inspection will be carried out within three working days from the receipt of your keys.
- Failure to **cancel** your direct deposit will result in an overpayment of rent.
- As stated in the essential terms and conditions of your Residential Tenancy Agreement, the tenant must leave the premises and inclusions, as far as possible, in the same condition they were in at the start of the tenancy with fair wear and tear excepted.
- Any alterations you have made to the property without consent from the lessor or agent will have to be rectified.
- After you have returned all keys and forwarding details, your property manager will do the final vacate and advise you of the outcome.
- Should there be cleaning or repair issues your property manager will notify you. You will be given 24 hours to rectify these issues or a contractor will be utilised and their charges will be deducted from your bond.



Licensee: Selena Maree Carabot
License No. 3509663
ABN: 39 285 115 167

- Once the vacate inspection has been completed and there are no cleaning or repair issues your property manager will advise you that your bond refund form is ready for you to collect.

Kitchen		✓
Stove top, hot plates, oven racks & griller	Clean under knobs, clean griller tray, and degrease oven racks along with oven. Clean under hotplates (scour if required) and clean the rings. Be careful not to scratch the stove. Electric upright model – pull out from the wall. Clean wall, floor & sides of oven. Return oven to original position. Clean oven of all food traces. Clean exhaust fan filters with hot soapy water if applicable.	
Kitchen cupboards & Drawers	Thoroughly clean inside & out, take off any scuff marks which were not present at the start of the tenancy.	
Benches & backboards	Thoroughly clean. Ensure all marks are removed.	
Sinks, taps & surrounds	Clean sinks and taps being careful not to scratch. Clean drain holes of any stains with bleach.	
Dishwasher	Ensure dishwasher is clean & dry. Wipe all seals and clean all trays.	
Bathroom/Ensuite		
Shower recess, bath taps & surrounding tiles. Sink/Vanity, taps & surrounding tiles.	Be careful not to scratch coated sinks and taps. Remove all hair from drain hole. Remove soap from soap holder. Remove mould or scum from all areas (screen, bath/shower recess). Clean & dry off tiles & window, sill & tracks.	
Cupboard & Drawers	Clean thoroughly inside and out including vanity.	
Mirror	Clean mirror – do not leave streaks from cleaning products.	
Toilet	Dismantle toilet seat where possible. Scrub & disinfect thoroughly inside & out of toilet bowl, including toilet seat. Clean thoroughly pipes at the rear of the toilet & cistern. Ensure no hair is left behind.	
Tubs	Clean drain hole/s & outlets, clean and wipe inside and out of tubs.	
Cupboards	Thoroughly clean inside & out removing any staining	
Other Rooms - General		
Curtains & drapes	Hand wash & iron, or have them dry cleaned or professionally washed.	
Blinds, venetians & Slimlines	Remove where practical, dust and remove cobwebs. Re-hang	
Air-conditioning units	Clean all accessible filters & vents. Remove cobwebs & clean casing.	
Storage cupboards & linen press	Clean doors removing all marks. Clean shelves removing all marks & dust. Remove any cobwebs.	
Curtain rods fixtures/pelmet boxes	Clean cobwebs if necessary	



MAREEBA PROPERTY MANAGEMENT

Your Local Rental Specialist

Licensee: Selena Maree Carabot
 License No. 3509663
 ABN: 39 285 115 167

Light switches & fans controls & power points	Clean all marks off. Make sure top of fan controls are clean.	
Light fittings	Remove any light shades where practical. Wash & wipe, then dry. Re-hang making sure they all have working bulbs. Replace if necessary.	
Ceiling Fans	Clean & dry all blades. Ensure cowling is also clean & free of cobwebs.	
Skirting Boards	Clean off all marks.	
Doors	Clean off all marks, including all door jams, knobs & handles.	
Ceilings	Spot clean, wash off all removable marks & mould.	
Walls	Clean off all marks & mould.	
Window, Sills & Tracks	Clean all windows, ensuring that there are no streak marks. Clean sills, remove all marks & clean tracks free of dirt and bugs.	
Screens	Remove (if possible) wash with hot soapy water. If not removable wash with hose and a soft broom.	
Louvers	Clean all marks & make sure glass is streak free.	
Floors		
Carpets	The carpet is to be professionally steam cleaned. (Abel carpet cleaning – receipt brought into office)	
Hard Floor Surfaces	Vinyl – sweep/vacuum & mop. Polished timber floors – sweep/vacuum/mop (add some kerosene to hot water). Ensure all corners are clean.	
Furniture		
All Furniture	If it is a special condition of your lease that all furniture & mattresses be professionally cleaned then do so. If not, vacuum under any cushions, remove stains, dust/polish & clean the rest.	
General		
Balcony/Porch/Deck	Clean cobwebs, sweep & clean off all marks	
Garage/Carport/Storeroom	Clean away all cobwebs, sweep, degrease any oil or stains on floor, then wash. Clean off all marks on walls/ceiling.	
Wheelie Bin	Remove all rubbish – wash & disinfect	
Rubbish	Remove all rubbish prior to handing in the keys	
Under House	Clean all cobwebs, sweep & hose out (if possible)	
Outside Walls	Brush & wash down, free from cobwebs, wasps nests, moth eggs, etc.	
Garden Shed/greenhouse	Clean including cobwebs, remove all gear, sweep & mop out	
Gas Bottle	Gas bottle to be refilled.	
Yard		
Paths & Driveways	Sweep, hose & degrease, free of weeds	
Grass clippings, Leaves & Branches	Remove & dump	



MAREEBA PROPERTY MANAGEMENT

Your Local Rental Specialist

Licensee: Selena Maree Carabot
License No. 3509663
ABN: 39 285 115 167

To ensure that the property is clean use this list as a guide. When you think you have finished, double check and ensure that all cleaning products and rags have been removed.

Plumbers	
APL Plumbing	Phone: (07) 4092 4888 Mobile: 0418 162 646
Peter Grigg Plumbing	Mobile: 0458 923 460
Pest Control	
Maximum Pest Management	Phone: (07) 4092 1999 Fax: 4092 6242
Amalgamated Pest Control	Phone: (07) 4092 5500 Mobile: 0407 927 023
Electricians	
F. & G. Avolio Pty. Ltd.	Phone: (07) 4092 1377 Mobile: 0408 166 969
Laser Electrical	Phone: (07) 4092 4146
Professional Cleaning	
Mareeba Property Management	Phone: (07) 4092 2111
Handy Man	
Havana Construction	Mobile: 0437 284 980
Carpet Cleaning	
James Home Services	Phone: 1800 152 637
Abel Services	Phone: (07) 4092 2160 Mobile: 0417 758 302
Grounds Care	
Havana Construction	Mobile: 0437 284 980
Gas Company	
Mareeba Sheds and Gas	Phone: (07) 4092 5442
Blinds	
Mareeba Floor Covering	Phone: (07) 4092 5466

Please ensure that the property is left in the same condition as it was when your tenancy started, as per the entry condition report.

Thank You,

Mareeba Property Management