

VACATING A PROPERTY DON'T FORGET CHECKLIST



Agency: Move Property Management

Address: London Woolstore, 36 Vernon Terrace, Teneriffe.

Contact: 3257 0015 **Email:** Info@moveproperty.com.au

- Carefully read both the 'Vacating a Property - The Guidelines' and 'Cleaning - Checklist' and follow all instructions outlined in both documents.
- Provide forwarding information and Bank Account Details to Move Property Management in preparation for your Bond Refund.
- Return all keys to Move Property Management (No later than 30 minute prior to close of Business on the Vacate Date).
- Clean the property as per the Cleaning Checklist or hire a professional cleaner to attend a Vacate Clean (We recommend hiring a professional cleaner to obtain a full bond refund).
- Provide 'Move Property Management' with a Carpet Cleaning Receipt.
- Pay Rent up to date, including your Vacate Date.
- Cancel any ongoing payments via Rental Rewards to avoid any overpayments, you can contact them on (02) 93521 3118.
- Complete checklist on the 'Vacating Envelope'.

Signed _____

Tenant 1

Signed _____

Tenant 2

Date: / /

Date: / /