

The following information has been prepared to assist you when vacating the property you have been renting through LJ Hooker Queanbeyan-Jerrabomberra-Googong.

Please note that we cannot inspect the property until you have removed all belongings and have returned the keys. Any keys given to friends or relatives should also be handed back.

We ask that before the Final Inspection you:

- Ensure that our office has your new forwarding address and phone number.
- You pay your rent until the vacating date by direct debit or by cheque/money order.
- Return all keys to this office including letterbox keys.
- Arrange disconnection of your telephone, electricity and gas supply after the final inspection is carried out.
- Re-direct all mail to your new address.

Attendance to the following matters prior to our inspection will save considerable time and prevent unnecessary delays in returning your bond. Bonds are refunded via the Rental Bond Board & may be payable either by cheque or deposited into your nominated bank account. Please complete the appropriate bond refund form at our office to enable your monies to be paid accordingly.

To obtain a full bond refund, the property must be returned in the same condition as at the commencement of the tenancy minus fair wear & tear only. The Condition Report will be relied upon to determine all matters regarding the condition of the premises Subject to the condition of the property at the commencement of your tenancy you should ensure that:

1. The property is left in a very clean and tidy condition throughout with any stains to be removed from the carpets.
2. All cupboards, shelves, drawers and benches, to be cleaned inside & out.
3. Walls and doors to be cleaned of all residue marks, please do not touch up scuffs or marks with paint.
4. All power points, switches, skirting boards & light shades/fittings need to be wiped over & dead bugs removed.
5. Stove, griller, oven and exhaust fan/range hoods & filters to be spotless.
6. Windows, window tracks and sills to be cleaned inside and outside where possible.
7. Any furniture, curtains or other items included with the property to be returned to original positions.
8. Clean venetian blinds and wash curtains.
9. All garbage, bottles and rubbish to be removed from the premises, rubbish bins need to be washed out.
10. Bathrooms to be thoroughly cleaned with all mould and soap scum removed from tiles, grouting & shower screen. Ceiling mould or any mould in room must also be removed. Toilets to be cleaned inside and out and the bathroom floors to be mopped.
11. The garage and/or storeroom to be cleaned out, free of cobwebs and grease marks removed from car space/garage.
12. Lawns and edges trimmed and gardens weeded (this applies to townhouses and houses).

After the Final Inspection has been carried out there is often minor cleaning which can easily be overlooked; our office will usually allow the tenant to return to the property to carry out any work as required – **it is important to note that rent must continue to be paid until all work has been completed and all keys have been returned to our office.**