



Investment  
Property  
Managers

# Moving Out

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To avoid any unnecessary stress when the time comes to move out, we have provided a few hints on how to minimise any issues.  
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All this information will be provided to you again once you give notice to vacate the property, your property manager can explain or give you more information when the time comes to ensure a seamless move out.

## RENT

Ensure that your rent is paid up to your vacating date (and any unpaid invoices such as water usage), your property manager will provide you with a status report when you send through your notice to vacate.

## KEYS

You would have received a copy of your key sheet at your initial lease signing, please ensure that you have all the keys and security devices that you signed for ready to be handed over, if you are unsure, request a copy of your key sheet from your property manager.

## CLEANING

Your property manager will provide you with a Cleaning Requirements sheet when you hand in your notice, it is important to adhere to everything on the list and also use your condition report for reference. We do have recommended cleaners and carpets cleaners listed for you, most of our tenants do use our recommended cleaners, because if we are not happy with the clean, we will contact the cleaners and deal with it, not you. Providing a receipt is always recommended.

## UTILITIES

When contacting your energy/gas provider please ensure that you **DO NOT** disconnect these services, you only require final readings and inform the provider of your last day. In regards to your mail, it is highly recommended that you have a redirection put on your mail

as we cannot guarantee what the new occupants of the property will do with the mail.

## VACATE INSPECTION

It is recommended that you book in a time with your property manager to have the vacate inspection (business hours only), an inspection can only be carried out once all the belongings have been removed from the house and it is cleaned and ready for handover. If your property manager is unhappy with any items, you will have a chance to remedy (which could result in rent being charged until the items are right, depending on what they are) the property could also have the items fixed and take the monies from your bond.



## BOND RETURN

After an inspection has been completed, all rents have been paid and keys returned, your property manager will release your bond with the Rental Bond Board, this could take 3-5 days for direct deposit and up to 14 days for a cheque.