

VACATING CHECKLIST**VACATING DATE****UNIT NO:**

Professional Cleaning Allow one full day for the professional cleaning. Attached is an itemised list of what is required. If you do not wish to arrange this yourself we can arrange this for you. See the office for the current pricing.	
Rent must be paid to end of your lease date	
Electricity paid up to & including date of cleaning You need to contact Silver Energy the week before you vacate to arrange for them to e-mail your bill to you so you pay electronically and present proof of payment to the office before you leave.	
All keys must be returned to the office on / or before the lease end date by 3.00 pm	
Cleaners paid invoice – must be presented to the office.	
Bond Refund Form Come to the office well before you vacate to complete the details required for us to process your bond refund. Remember to bring with you your bank account details and also your forwarding address.	
Exit Condition Report The Exit Condition Report provided to you together with all the other vacating documents must be completed, and the bottom of each page signed. This must be returned to the office when you come to complete the bond refund form etc. Management completes their side at the time of processing all the other paper work regarding finalising your tenancy and bond refund etc.	
Damages / Consumables replacement fee Management will determine the costing to repair any damage to the unit and also (for furnished units) the Consumables Replacement fee based on the pricing schedule set out and signed for in your lease agreement. Remember: all light globes must be working, all batteries in remote controllers must be working	

Please let us know as soon as possible the exact date that you will be vacating.

The unit is to be left only with the items that belong to the unit. All your personal belongings and rubbish must be removed so the cleaners can walk in and start on their job without first having to make trips to the bins to throw away your rubbish. If you leave rubbish in the unit and the cleaners have to first gather up and bag your rubbish and then make trips to the garbage bin to throw it away you will be charged extra for rubbish disposal. This includes leaving the fridge empty – but leave it turned on. All fridge and oven parts must be fitted back into the fridge / oven before you vacate. Missing parts will be replaced and the cost will be deducted from your bond. All furniture must be in the same position as it was when you started your tenancy. The professional cleaners are there to clean not to move the furniture back to how it should have been left. Management will charge a fee if they have to re-arrange the furniture in the unit to its original position.

The cleaning charge is based on the “normal professional exit” clean – if you leave your unit filthy and it takes far longer to clean you will be charged a rate of \$35 per hour for the extra time taken to clean your unit. Your lease agreement requires you to clean your unit on a regular basis – we recommend that you clean as much as possible before you vacate to avoid any extra charge if your unit takes longer to clean. Refer to the cleaning schedule to give you a step by step guide as to what is involved.

Bedcovers: Please bring your bedcovers to the office by

These will be collected by the dry cleaners and taken away for laundering.