



Return this notice to leave form and the form 13 to Century 21 Kerrylea Realty by dropping into the office or mail or fax.

Name: \_\_\_\_\_ (Tenant 1)

Name: \_\_\_\_\_ (Tenant 2)

Property Address: \_\_\_\_\_

Date Vacating: \_\_\_\_/\_\_\_\_/\_\_\_\_ Lease Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Telephone Numbers:

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_ (Tenant 1)

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_ (Tenant 2)

I/We understand that Century 21 Kerrylea Realty will:

- tell prospective tenants the address of the property to "Drive-by".
- prospective tenants will be shown through the property after we give you the appropriate notice. This may be while you're at home or not. (only 24 hours notice is require, a form 9 entry notice will be dropped into your letter box).

Should I/We vacate the property prior to my two week's notice, I/We understand that I/We am/are still liable to pay rent until the two weeks notice has expired, unless a new tenant commences occupancy before the two weeks notice expiry date.

IF YOU ARE BREAKING THE LEASE:

In accordance with the Standard Terms and Conditions of this agreement, if I/We request an early termination of a fixed term lease. I/We understand that I/We are responsible for:

- the rent up to the day a newly appointed tenant begins paying rent.
- all costs associated with cleaning the home.
- letting fee, being one weeks rent plus gst.
- any advertising fees incurred.

When all personal effects have been removed and cleaning has been completed, return keys & carpet cleaning receipt to this office during office hours on the last day.

Please complete the following details:

FORWARDING ADDRESS: \_\_\_\_\_

FORWARDING PHONE NO/s: \_\_\_\_\_

SIGNATURE/S: \_\_\_\_\_

NOTICE DATE: \_\_\_\_\_



RETURN ALL KEYS, EXIT CONDITION REPORT AND RECEIPTS TO OFFICE BY 4.00 PM ON THE VACATING DAY. IF YOU WISH TO ATTEND THE VACATING INSPECTION PLEASE CALL THE PROPERTY MANAGER TO ARRANGE A TIME BEFORE YOUR VACATING DAY.

## An Exit Inspection Cleaning Guide for Tenants

Naturally both tenants and the managing agents dislike the time and expense of arranging additional cleaning after the lease is finished. To assist we've provided the following checklist. It's certainly recommended and in your best interest to ensure the following items are attended to prior to vacating and handing back the keys. This will help avoid the need to call you back or to make deductions from your bond.

### GENERAL REQUIREMENTS

- Curtains, Venetians and blinds to be cleaned, washed or dry-cleaned according to fabric and as required
- Insect screens to be removed carefully and hosed or brushed
- Windows, window sills & tracks to be vacuumed & cleaned
- Doors, doorframes & tracks to be left clean and undamaged
- Marks to be removed from walls with sugar soap or similar product
- Cobwebs to be removed from ceiling cornices & walls
- All light fittings to be cleaned and free from insects
- All floors and skirting boards to be washed
- All ceiling fans throughout to be free from dust
- Clean all mirrors throughout including wardrobe door mirrors
- All exhaust fans throughout the property to be cleaned
- Air vents to be dusted
- All vertical blind strings to be attached and secure
- Air Conditioners and filters to be cleaned

### KITCHEN

- The oven and griller cleaned. Drip trays to be cleaned of all grease
- Range hood cleaned including the filters
- Range hood light bulbs to be in working order
- All cupboards cleaned inside and out (don't forget the tops of the cupboards!)
- Sink and taps cleaned and polished
- Walls and tiled areas to be free from grease
- All benches and floors to be cleaned and free from grease (don't forget the corners)
- The dishwasher left clean. Wipe over internal door, remove debris from bottom drainer
- Refrigerator to be defrosted and all surfaces to be cleaned, including shelves and crisper drawers, switch appliance off at the wall and leave door ajar (if applicable)

### BATHROOM & ENSUITES

- Shower recess to be scrubbed
- Grouting to be free of all soap residue & mildew
- Shower screen to be cleaned and free of all soap residue & mildew in the corners and bottom tracks
- All plugholes are to be clean and free from debris
- Mirrors to be wiped over
- All drawers and cupboards to be cleaned
- Toilet to be cleaned thoroughly, including bowl, lid, seat, cistern and behind the toilet.

### LAUNDRY

- Washing machine and clothes dryer filter to be cleaned out
- Clean under laundry tub and clean plughole
- Cupboards to be cleaned thoroughly inside & out

### Recommended Contractors

#### CLEANING

Top Clean - 0432 608 877

Goo's Cleaning - 0409 514 007

#### REPAIRS

Jim's building Maint - 0413 703 481

#### MOWING & GARDENS

Jim's Mowing - 0421 142 443

Dirty Hands Garden - 0449 252 615

#### CARPET CLEANING

Brisbane Extra Care - 0404 849 320

Diamond Carpet and Pest - 3879 1943

To remove soap scum from shower screens,

**CHUX MAGIC ERASER FOR BATHROOMS.**

Available from Woolworths.

## OUTSIDE

- Lawns to be mowed and edges trimmed within 2 to 3 days of vacating (please don't dump grass clippings or tree off cuts in garden beds or behind sheds)
- Garden beds and pebbled areas to be weeded
- No rubbish to be left in the gardens or around the property
- All garbage bins to be emptied and washed cleaned
- Driveways, carports, garages and any concrete areas to be free from oil and grease stains
- Garage floor area to be swept and mopped (do not hose out) and cobwebs removed
- Cobwebs to be removed from outside eaves, awning & ceilings

## PEST CONTROL

- If pets have been kept on the premises then you must have the property professionally pest controlled for fleas inside and out and produce a receipt to our office

## CARPETS

- Carpets are to be professionally cleaned and a carpet receipt produced to our office with the return of the keys. Please note: If you choose not to use our offices' recommended carpet cleaners you could be liable to have the carpets re-cleaned should they not meet our standard of cleanliness.

## DAMAGE

- Damage that occurs due to the tenants' neglect must be rectified at the tenants cost.

## IMPORTANT

- Contact Origin for final reading of electricity supply
- Disconnect the telephone
- Disconnect any pay TV and broadband connections
- Redirect your mail address – forms at Australia Post.

## REMEMBER....

- Rent must be paid up to and including the day all keys are returned to the office.
- Rent will be charged at a daily rate for each day it takes to bring the house up to standard after you have vacated the property.

## SOME FURTHER TIPS ON THE FINAL INSPECTION:

What does "Clean" and "Fair Wear & Tear" mean?

Carrying out a Final Inspection when tenants vacate the property involves comparing the Entry Condition Report completed at the commencement of the tenancy with the final condition in which the tenants leave the property at the end of their tenancy. Legislation states that the tenant must leave the property in the same condition as it was at the commencement of the tenancy, taking into consideration Fair Wear & Tear.

As Property Managers this is a challenge we deal with every time our tenants vacate. Our office has very high expectations and standards when it comes to carrying out the final inspections. It's our expectation that the property is to be left in as near as the same condition as it was at the commencement of each tenancy.

What does Fair Wear & Tear mean? We must first determine if the property has been left clean as we're often told of marks claimed to be "fair wear and tear" but can be cleaned off.

The definition of Fair Wear Tear is: "Minor Signs of usage over a protracted period of time".

Areas that are not considered Fair Wear & Tear:

- Holes in fly screens
- Marks/damage to carpets
- Marks/damage to walls which include inside robes
- Marks/damage to drapes
- Dead insects in light fittings
- Dusty/dirty window tracks, door tracks and robe tracks
- Chipped tiles



*Our simple policy is this:*

*"If it's clean and undamaged when tenants move in, then we expect it to be in the same condition when they move out."*

If you have further questions call the Century 21 Kerrylea Realty Property Manager on 07 3372 5544  
or

email: [darryn@kerrylea.info](mailto:darryn@kerrylea.info)