

Factsheet



When you leave your property it must be in good condition. Save yourself money and use the tips below to make sure you don't miss anything.

When?

Your rental agreement says you agree to do all the things below after you give your 28 days' notice and before you move out of the property.

What?

- Remove all your belongings and all rubbish from the property.
- Leave the property in the same condition as when you accepted it, apart from normal wear and tear.
- Leave the property clean, considering the condition when you moved in – see the Cleaning and Damage section below for more information.
- Make sure all the light fittings in the property have working globes.
- Remove all slide locks, internal locks and hooks you added to the property.
- Return all keys and other opening devices or similar that were provided by the SGCH Victoria, back to the SGCH Victoria.

Cleaning and Damage

If the cleaning isn't complete or there is any damage to the property that you have caused, we will invoice you for the cost of fixing it.

Use the checklist over the page to make sure you don't miss anything and that cleaning is complete.

Other things to remember

You must remove all of your belongings, furniture and rubbish. If there is anything left in the property, we will arrange to have it thrown out and will invoice you for the cost.

Make sure your rent is paid up to date, or if you believe you have overpaid, make sure that you have given us account details to reimburse you when we finalise the end of your rental agreement.

Make sure you cancel the utilities set up at the property, like electricity or gas, water and internet.

It is important that you understand if the property differs from the original condition report – excluding normal wear and tear – we will charge you for repairs and any necessary cleaning, according to the *Residential Tenancies Act 1997 Section 386*.



Cleaning Checklist

Please **clean**:

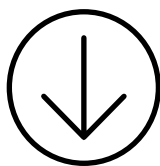
- ☐ all floors, walls, skirting boards, doors, etc
- ☐ all blinds and curtains of any dust or stains
- ☐ all light fittings of any dust or cobwebs
- ☐ the stove, oven and grill – inside and out
- ☐ the kitchen, including bench tops and cupboards, inside and out
- ☐ the exhaust fan/range hood
- ☐ all bathroom surfaces including shower, vanity, tiles, bath and exhaust fan
- ☐ all windows and mirrors – inside and out.

If there is:

- ☐ carpet: vacuum or steam clean all carpets (Tip: do this after the furniture is removed to make sure you don't miss any spots)
- ☐ a balcony: please sweep clean of dirt, cobwebs, etc.
- ☐ a garden area: mow lawns and maintain garden.

Please **remove** any:

- ☐ hooks and slide locks
- ☐ additions you have made to the property.



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