

Tip Sheet

VACATING YOUR PROPERTY

The checklist and information below will assist you in preparing to vacate your property. Some of these may or may not apply to you.

Once you have informed us of your intention to vacate the property in writing, Homes North will let you know the time and date of the final inspection. We strongly recommend you are present at this inspection, but it is not mandatory.

It is your duty as the outgoing tenant to ensure the property is returned to Homes North in the same condition as at the start of your tenancy. Failure to clean the premises properly can result in costs to you and deductions from your bond.

If Homes North feels that an item needs attention, you will be given when possible two (2) days (48 hours) to remedy it, after which time a professional cleaner/trades person will be employed and the cost(s) deducted from your bond.

1. Arrange to have the telephone and internet disconnected
2. Disconnect the electricity, gas and Foxtel from your name (electricity must be on for the final inspection)

3. Have your mail redirected and supply us with a forwarding address
4. Return all keys to Homes North, including the letterbox keys
5. Pay rent up until the vacating date. Rent is charged until all keys are handed back to our office
6. Cancel all Centrepay/direct debit rental payments
7. Check your lease agreement and original property condition report and check your property against them
8. If you have had a pet, you may need to have the property sprayed for fleas
9. If you have been in your home for more than 12 months, you may need to have the carpets professionally cleaned
10. Clean windows or arrange a window cleaner
11. Mow garden, whipper snip and remove all rubbish

**EMERGENCY
AFTER HOURS
REPAIRS NUMBER
1300 662 721**

VACATING YOUR PROPERTY TIPS

HAVE YOUR TELEPHONE AND INTERNET DISCONNECTED



DISCONNECT ELECTRICITY AND GAS FROM YOUR NAME



HAVE YOUR MAIL REDIRECTED TO YOUR NEW ADDRESS



RETURN ALL KEYS TO HOMES NORTH INCLUDING LETTERBOX KEYS



PAY RENT UP UNTIL YOUR VACATING DATE – RENT WILL BE CHARGED UNTIL ALL KEYS ARE RETURNED TO HOMES NORTH



CANCEL ALL CENTRELINK OR DIRECT DEBIT RENTAL PAYMENTS



CHECK YOUR PROPERTY AGAINST YOUR LEASE AGREEMENT AND ORIGINAL CONDITION REPORT



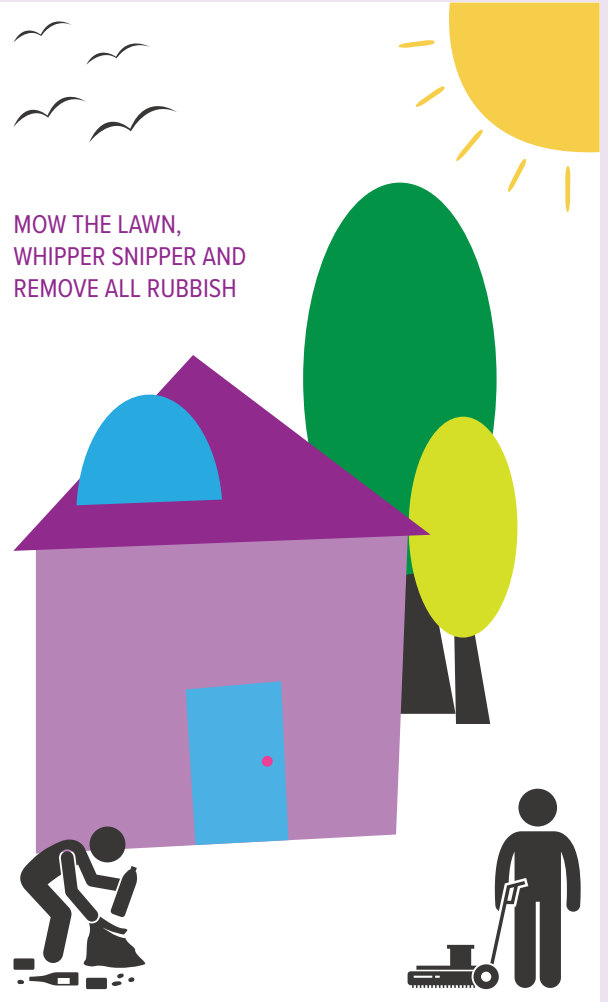
IF YOU HAVE A PET YOU NEED TO HAVE YOUR PROPERTY SPRAYED FOR FLEAS



YOUR CARPETS MAY REQUIRE PROFESSIONAL CLEANING IF YOU HAVE BEEN IN YOUR HOME FOR MORE THAN 12 MONTHS



CLEAN WINDOWS OR ARRANGE A WINDOW CLEANER



NEED TO CONTACT HOMES NORTH?

Armidale
(02) 6772 5133

Glen Innes
(02) 6732 3652

Gunnedah
(02) 6742 0363

Inverell
(02) 6722 5137

Moree
(02) 6752 4440

Tamworth
(02) 6766 6897

Coledale
(02) 6765 8879

www.homesnorth.org