

Leaving Your Home

A guide to ending your tenancy

It's time to move on from your leased property.

You need to know what you're expected to take care of, and when. For details, you should refer to your copy of the tenancy agreement. If anything needs explaining, try the rental booklet that's handed out at the beginning of every tenancy, or contact us. In the meantime, here's a brief rundown of what you need to do.

Your Obligations

- If you decide to leave the property at the end of your tenancy agreement, the Residential Tenancies Act states that a minimum of 21 days written notice must be given and rent must be paid to the end of the tenancy.
- Don't forget to allow for extra time, on top of the minimum notice period, for delivery (even for email) and make sure you have received confirmation from our team of receipt.
- If you decide to leave the property at the end of a periodic tenancy, a minimum of 14 days prior written notice must be given.
- We understand that sometimes it's necessary to break your agreement before the expiry date. Notice in writing should be given as soon as you know you need to leave your home.
- You'll have to pay a lease break fee as per the residential agreement you signed at the start of your tenancy.
- The notice in writing has to be signed by ALL tenants listed on the Tenancy Agreement. We can't accept emails as written notice, unless a signed letter is sent as a scanned attachment to an email. The signed letter can also be posted to our office.
- Please note the power MUST be on for the final inspection with your Property Manager in order to process your Bond Refund swiftly.

The Final Inspection

It is your responsibility to professionally steam clean the carpets and rugs. We also recommend that you have the property professionally cleaned as well. Using our cleaners will assist with your bond refund. A Final Inspection Guide will be sent to you with your vacating letter. Please make sure you check this off as you are getting ready to hand the property back along with the condition report as this is our guide to the condition we are expecting the property to be handed back in.

It is essential for the power to be connected for the final inspection so the lights and appliances can be checked.

All of your keys, remotes and alarm codes must be delivered to the office or handed to your PM at the final inspection to avoid having to pay further rent. Remember – the property sparkled for you so please make sure you hand it back this way for the next tenant!

Your Bond Refund

Your bond is held by the Fair Trading NSW. Once your final inspection has been carried out and the owner is satisfied with the condition of the property, all parties registered on the bond must sign the Bond Claim Form for the funds to be released.

We will need your bank account information and your forwarding address.

The original signed form must be returned to our office for processing to inspection to ensure your funds are released swiftly.

