



# VACATING A PROPERTY

## THE GUIDELINES

Agency: **My Personal Property Manager**  
Address: **PO Box 1158, Bongaree Qld 4507**  
Contact: **5429 5425** Email: [kim@myppm.com.au](mailto:kim@myppm.com.au)

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### **GUIDELINES**

This document provides a guideline to the process and timeframes involved when you vacate a Property. It is recommended that this document be read as soon as possible as it may assist you in the return of your Bond.

The timeframes and guidelines provided have been taken from the legislation governing Residential Tenancies in Queensland.

**If you have any questions please contact RTA (Residential Tenancies Authority on 1300 366 311 or [www.rta.qld.gov.au](http://www.rta.qld.gov.au)**

### **AGENT PROVIDES VACATE INFORMATION AND REQUIREMENTS**

We confirm the Notice received and also provide you with all associated paperwork to help make the vacating process as smooth as possible.

At this stage we will also begin the process of advertising the property for rent. If you have allowed our Agency access to the Property for activity related to reletting the property, our Agency will contact you ahead of each appointment.

### **RENT PAYMENTS**

Under the Residential Tenancies and Rooming Accommodation Act 2008, rent is to be paid to the Agency up to and including the day you vacate and handover keys to the Property.

Please do not stop paying rent and assume that this amount will be deducted from your Bond as the Bond is NOT to be used for rent payments. If required, the Bond may be used for costs associated with returning the Property back to the way it was at the start of the tenancy except for fair wear and tear.

### **TIPS TO OBTAIN A FULL BOND REFUND**

Refer to the Entry Condition Report provided at the beginning of the Tenancy in your Moving-in Kit. See if there are any changes to this report allowing for fair wear and tear.

Use the Cleaning Checklist provided as a guide to assist you in cleaning the Property.

If time does not permit you to attend to the work required yourself then we can recommend Professional Companies who provide the following services:

**Bond Cleaning – Spots Off Cleaning – 0439775457**

**Lawns, Gardens, Paths – Ace Yard Services – 0403094212**

**Carpet Cleaning – Extreme Carpet & Tile Care – 0412 625 241**

Once the above has been actioned, recheck against the Entry Condition Report and complete the Exit condition Report provided to you by the Agency.

### **ON HANDOVER OR VACATE DATE**

Before the vacate or handover day, contact MPPM & organise a time to meet at the property to return all keys and paperwork in the supplied Vacate Envelope .