

P.O. Box 4126 McKinnon VIC 3204
M: 0448 878 095

Preparing your property

Cleaning

- Have all carpets steam cleaned/dry cleaned (this will ensure future tenants will clean them prior to vacating)
- Windows need to be cleaned internally and externally
- Curtains/drapes/blinds need to be cleaned or washed
- Thorough internal clean
- Thorough external clean (i.e cobwebs, window screens etc)

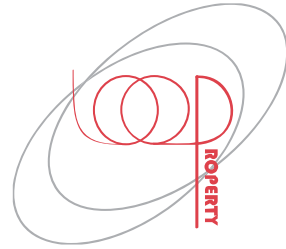
Note: Many removal companies offer cleaning in their packages, often this does not include oven, griller, windows etc.

Garden

- Prune back any over hanging trees
- Weed all garden beds
- Mow and edge lawns
- Remove garden refuse
- Clean out garden sheds/garage etc
- Ensure tennis courts are free from weeds and have been recently treated

Maintenance

- Legislation requires all tenanted properties must have smoke detectors
- Check and replace tap washers if required
- Clean out spouting
- Do heating/cooling systems or appliances require servicing?
- Leave ducted vacuuming equipment
- Leave fire place, rug, screen and tools where possible
- Replace globes where necessary
- Is the swimming pool fenced and does it meet council requirements with approved permits?
- Have chimneys been swept out and are they fire proof?



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Disconnect Services

- Telephone
- Water reading
- Gas reading
- Disconnect power
- Alarm monitoring - don't forget to cancel or transfer tenant details if required
- Advise pool, garden, and tennis court maintenance people of our details or cancel services if not required

Note: Check with your property manager first as power should be left on for swimming pools, alarm systems, automatic sprinkler systems, remote control gates.

Insurance Cover

- Is your building insurance current?
- Do you have Landlords Protection Insurance? This can include cover for carpets, curtains, malicious acts by tenants or visitors, loss of rent and additional legal liability.

Instruction Booklets & Guarantees

Please leave instruction booklets/guarantees (or a copy) on the kitchen bench along with any handy hints tenants may find helpful.

Locks & Keys

- Ensure a full set of keys has been handed to Loop Property including keys for window locks, garage and garden sheds along with remote control and alarm codes (if applicable)
- We will also require a set of front door keys as our office copy

Note: Section 10 of the Residential Tenancies Act 1997 requires that a landlord must provide locks to all external doors and windows of the rental premises. As the jurisdiction of the Residential Tenancies Tribunal has been increased to \$10,000 we strongly suggest installation of window locks and deadlocks to prevent any claim from a prospective tenant under this section.

Congratulations, you can now look forward to receiving your property in excellent condition at the expiration of the tenancy. The tenant's expectations will be met and we can look forward to a smooth transaction for all concerned.