

HELP US HELP YOU.....

This list has been created to help minimise the stress involved when you are moving out of your home and wanting to rent it out. Recommendations for discussion with your Property Manager:

THE PROPERTY

- ☐ An Internal Pest Spray (if not in last 12 months Cockroaches, Ants, Silverfish and Fleas if pets – tenants are thereafter responsible for ongoing treatments)
- ☐ Carpet cleaning
- ☐ Garden clean up
- ☐ Any Maintenance at this time?
- ☐ Do have licensed Trades people (family / friends?) you wish us notify in the event of a repair?
- ☐ Is the Property Water Efficient? (water consumption can be oncharged to tenants)
- ☐ Is there Gas or Solar at the property?

DOCUMENTS

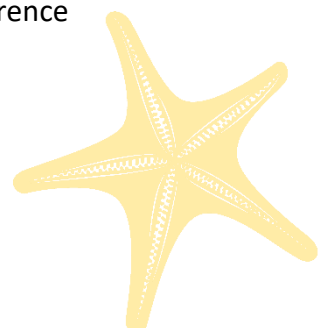
- ☐ Have you prepared an inventory list of items being left in the property?
- ☐ Copy of Landlord Protection Insurance
- ☐ Copy of your Building Insurance policy
- ☐ Is your property in a Community Title Scheme and can you provide By-Laws?
- ☐ Details of any termite system in place?
- ☐ Water Efficiency Certificate
- ☐ Pool Safety Certificate

THE TENANCY

- Do you prefer a Short or Long term tenant?
- Are there any Special Terms you would like in a tenancy agreement? i.e. pool care etc
- Can we place a sign out the front of the property?
- Will you consider pets at your property?
- Any limitations on inspection times?

DO YOU HAVE

- ☐ 2 full sets of keys /remotes
- ☐ An alarm system at your property
- ☐ A preferred postal address
- ☐ More than one account for payments
- ☐ Your ideal tenant preference
- ☐ Pet preferences



Moving Checklist

You know that horrible feeling when you think you've forgotten something?
Use our checklist below to ensure you remember everything before your big move.

4-6 weeks to moving day

- Book your removal company.
- Dispose of any items no longer needed. Remember charities, friends/family may appreciate your pre-loved goods.
- Make a note of any precious items that may need special care to move.
- Check any moving instructions for your washing machine with manufacturer, some require a lock bolt to be fitted.
- Purchase cartons and packing material

2-3 weeks to moving day

- Contact all relevant authorities to notify of your new address.
- Arrange transfer of bank accounts.
- Organise telephone, **internet**, gas, electricity, Foxtel connections.
- Notify Council and your pet microchip provider of your new address.

1 week to moving day

- Cancel newspaper, milk and other deliveries.
- Arrange parking and access for removalist van/vans.
- Double check that no one has a spare key.

Moving Day

- Transport perishable food items in an esky.
- Collect all car and house keys, ensure gas and electricity meters have been read and telephone disconnected.
- Turn off power (or leave on if property not already rented / twilight inspections)

Your new residence

- Check all utilities are connected, hot water service on.

