

## Preparing your Property for Rent.

### 1. Cleaning

We strongly recommend that you have your property professionally cleaned prior to leasing it. It is important to remember that if we hand over the property as "professionally cleaned", we can request it back in that condition at the end of a lease.

Our experience has shown us that everyone has a slightly different understanding of the word "Clean", so we have a great team of cleaners who can take away the hassle for our you and our tenants.

Areas of focus include:

- Thorough internal clean with particular focus on kitchen and bathroom including inside and outside of cupboards, spot cleaning and wall marks or finger print marks.
- All carpets must be steam cleaned
- Windows should be completely clean inside and out where possible
- Curtains/Drapes/Blinds need to be cleaned and washed
- All external areas should be free of any rubbish, cobwebs and be neat.

### 2. Garden

- Trim back any overgrown trees
- Weed all areas
- Mow and edge the lawns
- Clean out garden shed or garage completely.
- Legislation requires that all tenanted properties must have smoke detectors installed and working
- Check and replace tap washers if required
- Clean out spouting
- Do any appliances require servicing?
- Replace any non working globes
- Is there anything not working or unsafe? It should be fixed

### 3. Disconnect your services

- Telephone
- Internet
- Water Reading should be done
- Gas
- Electricity – Our recommendation is that power should only be turned off once we have confirmation of a tenant moving in.
- Alarm monitoring
- Foxtel
- Organise Mail Re-Direction from Australia Post

### 4. Insurance Cover

- Is your Building Insurance Cover current?
- Do you have Landlord Insurance? This can include cover for carpets, curtains, accidental and malicious acts by tenants or visitors, loss of rent and additional legal liability. We can help you to organise this should you not already have a policy.

### 5. Locks and Keys

- Ensure a full set of keys has been handed to us including keys for window locks, garage and garden sheds along with any remote controls, swipes and alarm codes (if necessary)

Congratulations, you can now expect to receive 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 parties.