

**TERMINATION OF TENANCY***Customer Copy***Information for vacating tenants:**

- You must give **21 days notice** in writing before you intend to leave the property or you will be charged up to 3 weeks rent from the date the property is vacated.
- The house and yard must be left in a **good condition** before you leave. You may be charged for damage and for the cost of removing any rubbish, goods, furniture or vehicles that are left behind.
- Cornerstone Housing will contact you to make a time for a **final inspection**.

The date I will be vacating is \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full Name \_\_\_\_\_ DOB: \_\_\_\_\_

Address \_\_\_\_\_

Current Phone \_\_\_\_\_ New phone \_\_\_\_\_

Your new address \_\_\_\_\_

I authorise \_\_\_\_\_ to attend the inspection and act on my behalf.

- I have read the *Costs and leaving your property checklist* (see last page) and understand my responsibilities before leaving my Community Housing property. I understand I will be responsible for the charges to return the property to an acceptable standard. I agree that any rubbish or goods left on the property after I vacate will be dealt with according to the Residential Tenancies Act 1995 and I may be charged for their removal. If I vacate early, Cornerstone Housing can retake possession of the property.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **COSTS AND LEAVING YOUR PROPERTY CHECKLIST**

### **Costs**

---

You will not be charged for repairs resulting from 'fair wear and tear' to the property which can occur with age and reasonable use of the property.

You may be charged for:

- Abandoned goods including furniture, personal items, vehicles and rubbish removal
- Modifications you have made to the property
- Damage to floor surfaces and coverings (such as cigarette burns or drag marks)
- Damage to kitchen bench tops (such as scorch marks and scratches)
- Marks and stains on walls
- General Cleaning
- Carpet Cleaning
- Oil and grease stains on driveways and footpaths
- Build up of fat or grease on kitchen appliances such as stoves or ovens
- Broken glass
- Tears to fly wire screens
- Damage caused by pets
- Damage to porcelain surfaces and timber architraves such as scratches, chips or gouges

### **Leaving your property checklist**

---

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove all furniture and personal items</li> <li><input type="checkbox"/> All floors and skirtings to be cleaned/washed</li> <li><input type="checkbox"/> All marks on walls, doors and around light switches to be removed/cleaned</li> <li><input type="checkbox"/> Dust and clean cobwebs off all walls, doors, door frames</li> <li><input type="checkbox"/> If ceilings have any mould, to be removed by washing with suitable product</li> <li><input type="checkbox"/> All light fittings to be cleaned and dusted</li> <li><input type="checkbox"/> Air vents are to be dusted and air conditioning filters are to be cleaned</li> <li><input type="checkbox"/> Exhaust fan covers are to be removed and cleaned</li> <li><input type="checkbox"/> Ceiling fans are to be dusted</li> <li><input type="checkbox"/> All cupboards cleaned thoroughly inside and out</li> <li><input type="checkbox"/> All items are in good working condition</li> <li><input type="checkbox"/> Kitchen cupboards to be washed out and cleaned</li> <li><input type="checkbox"/> Stove (side, floor, cupboard), griller and drip trays, burners/hotplates and oven areas cleaned</li> <li><input type="checkbox"/> All stainless steel surfaces are to be cleaned (ie. Kitchen sink, laundry sink)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Shower recess to be scrubbed and grout to be free of all soap and mildew</li> <li><input type="checkbox"/> Shower screens and curtains to be washed</li> <li><input type="checkbox"/> Toilet to be scrubbed and disinfected</li> <li><input type="checkbox"/> Bathroom basin to be washed out</li> <li><input type="checkbox"/> Window glass to be cleaned inside and outside including window sills. Tracks should be insect and dust free, including glass sliding doors</li> <li><input type="checkbox"/> Screens to be cleaned</li> <li><input type="checkbox"/> Driveways, sheds, carports and all concrete areas to be free from oil and grease and free of weeds</li> <li><input type="checkbox"/> External awnings / walls should be washed</li> <li><input type="checkbox"/> Gutters to be cleaned out if applicable</li> <li><input type="checkbox"/> Gardens are to be left tidy with no weeds</li> <li><input type="checkbox"/> Lawns are to be mowed and edged</li> <li><input type="checkbox"/> Remove all rubbish from the property and yard</li> <li><input type="checkbox"/> No rubbish to be left in bins, or if bins are full they are to be left on curb to be emptied</li> <li><input type="checkbox"/> Carpets are to be professionally cleaned</li> </ul> |
|--|--|
- Return the keys to a Cornerstone Housing staff member at the final inspection or make other arrangements to return keys

**Contact the Maintenance team on 8165 5300 to arrange repairs for**

- Broken glass
- Air conditioner voids
- Fly screen/screen door damage
- Modifications