

FACTSHEET

Vacating your home - tips

Notice to Vacate
You must provide written notice of your intention to vacate your home, you can do so by emailing your property manager.

The checklist below will assist you in vacating your property, some of these may not apply to you.

Once you have informed us of your intention to vacate the property in writing, Venture Housing will let you know the time and date of the Pre-Vacate Inspection. We strongly encourage that you are present for this inspection. During this inspection we will advise you of any issues that need to be remedied prior to the final inspection. Once you have vacated, we will complete a Final Inspection which we also invite you to attend.

Your responsibilities

It is your duty as the outgoing tenant to ensure that the property is returned to Venture Housing in the same condition as at the start of your tenancy, except for fair wear and tear. Failure to clean the premises properly can result in costs to you, and if applicable, deductions from your bond.

Should the condition of the property not meet the standard required, including fair wear and tear at final inspection, Venture will engage professional cleaners/trades where appropriate, and you will be required to pay any costs for cleaning and maintenance that are considered the tenants responsibility.

Vacating checklist



Disconnect telephone and internet services



Disconnect electricity and Foxtel



Redirect your mail and supply us with a forwarding address



Return all keys to Venture Housing including all the letterbox keys



Pay rent up until the vacating date, and any outstanding payments. Rent is charged up until all keys are handed back to the office.



Cancel Centrepay/direct debit rental payments



If you have had a pet living in the premises, you may need to have the property sprayed for fleas.



Clean windows or arrange a window cleaner



Clean fans and air conditioning filters



Mow the garden, whipper snip and remove all rubbish



Generally, tenants are expected to replace light globes during their tenancy, exceptions to this are if lights have specific fittings that require trades to install globes, or if the tenant cannot safely complete this task.