

END OF TENANCY RESPONSIBILITIES FACTSHEET



The following information has been provided to assist you when vacating the property you have been renting through Evolve Housing.

Please note that a final inspection will not be undertaken until you have removed all belongings and have returned the keys. Any keys given to friends or relatives should also be returned to Evolve Housing.

We ask that before the Final Inspection you:

- Ensure that Evolve Housing has your new forwarding address, email and phone number.
- Pay your rent until the vacating date.
- Clear all outstanding charges on your rental, water and non rent accounts.
- Return all keys to Evolve Housing including letterbox keys.
- Arrange disconnection of your telephone, electricity and gas supply.
- Re-direct all mail to your new address.

Attention to the following matters prior to our inspection will prevent unnecessary delays in processing your bond:

- All furniture and personal items to be removed from the property.
- The property is to be thoroughly cleaned.
- All floor areas are to be vacuumed, wet areas mopped and carpets to be cleaned.
- All cupboards, shelves, drawers and benches to be cleaned.
- Walls and doors to be cleaned of all marks.
- Stove top, griller, oven and exhaust fans to be cleaned and free of all food stains and grease.
- Windows and sills to be cleaned inside and outside where possible.
- Furniture, curtains or other items included with the property at the time tenancy commenced are to be returned to original positions.

- Clean venetian blinds and wash curtains.
- All garbage, bottles and rubbish to be removed from the premises.
- The garage and/or storeroom to be cleaned, free of cobwebs and grease marks removed from car space/garage.
- All mould and soap scum removed from bathroom tiles and grouting. Ceiling mould must also be removed in the bathroom
- Toilet bowl must be cleaned (inside and out) and bathroom floors must be mopped.
- Lawns and edges trimmed and gardens weeded (this applies to townhouses and houses).

PLEASE NOTE THAT RENT IS DUE AND PAYABLE UNTIL ALL KEYS ARE RETURNED.

Where to get more information:

For more information or answers to any questions, please visit or contact the Evolve Housing head office:

Address: Henry Dodd House
9-13 Argyle Street, Parramatta NSW 2150
Phone: 1300 692 245 or 02 8862 1500
Email: info@evolvehousing.com.au
Website: www.evolvehousing.com.au

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