

Follow these 8 easy steps and have your bond back FAST!

- 1** Login to your Tenant Portal for **ALL** the info you need at my.propertytime.com →
- ✓ Download a copy of your Condition Report with photos + cleaning and carpet cleaning evidence from previous tenancy.
 - ✓ Check how much rent is owing till vacate.
 - ✓ Download a photo of the key you were issued.



- 2** Ensure we have a signed copy of **RTA Form 4 – (Bond Refund form)**.
- ✓ Must have - BSB and Account number for each tenant.
 - ✓ Forwarding address listed for each tenant.

- 3** Pay rent up to your vacate date.

- 4** Use **PHOTOS** from your Entry Condition Report as your guide.
- ✓ Check for damage, get it fixed **BEFORE** the vacate date
 - ✓ Use our handy man for small jobs and patch and paints - see details below

- 5** Select one of our preferred cleaners to do a full bond and carpet clean.

- 6** Book a **PRE VACATE** Inspection.
 Your PM will attend and advise you of any areas that need attention **BEFORE** you hand back your keys.

- 7** Return the property to us clean and undamaged.
 Lawns mowed, edges trimmed, gardens weeded and mulched.

- 8** Hand back all keys that were issued and any that have been cut to our office **ON OR BEFORE** your vacate date.

TIP

*Keep it **EASY!** Be prepared.*
 Download your Condition report photos from your tenant portal. These photos will be used to compare cleanliness and verify any damage.

TIP

Use one of our preferred cleaners to ensure an **EASY** exit guaranteed.

TIP

*SAVE BIG \$\$\$ **EASY!***
 Replace missing keys and remotes **BEFORE** you vacate and avoid extra costs. Download a picture of your keys from your portal to check.

! WARNING - DON'T BLOW YOUR BOND

DO NOT leave keys with cleaners to hand back. Handing keys back is YOUR responsibility!
YOU WILL BE CHARGED RENT UNTIL ALL KEYS ARE HANDED BACK TO OUR OFFICE.

PREFERRED CLEANERS/TRADIES

HANDYMAN	CLEANER
Cameron Murchie 0448 625 555	Please see attached cards for preferred cleaners cleaning or visit our website: www.coralseaproperty.com.au

Tenant Superstar!



**CERTIFIED
A GRADE
PREFERRED
TENANT**

_____ of _____

has been an awesome A Grade Tenant!

Coral Sea Property Management highly recommends them for any property they apply for.

- ✓ The property was returned in excellent condition and ready for market.
- ✓ Rent was paid in full, and on time prior to vacate date.
- ✓ All keys returned to our office (on or before vacate date).
- ✓ The property was bond cleaned using one of our preferred cleaners.