



Parc Apartments Departure Procedure

Dear Tenant,

We note that you have decided to vacate at the expiry of your tenancy agreement.

Please ensure you complete the following prior to departing:

- Clean your apartment to **Bond Clean Standard** (see **attached** checklist) and have carpets professionally cleaned;
or
- Arrange to pay for the cleaning to be completed by a bond cleaning company of your choice;
or
- Contact our recommended cleaners who can complete the **bond clean** and **carpet cleaning** for the following fees:
 - studio \$286, 1 bedroom \$308,
 - 2 bedroom \$385, 2 bedroom 2 bathroom \$400,
 - 3 bedroom 2 bathroom \$495
 - Make a booking directly with their staff via **Juan Sandoval**
cleaning.ontime89@gmail.com or 0434 700 032
- Arrange an appointment with Management staff for an **exit inspection**;
- Complete and return **Form 4** Refund of Bond;
- Forward a copy of the cleaning **receipt** to rentals@theparcapartments.com.au ;
- Return **keys** to reception by 5pm on the expiry date of your notice (if after office hours please leave keys in the Body Corporate Letter box);
- Contact Metered Energy to cancel your **electricity** account. Please visit <http://meteredenergy.com.au/movingout.html>;
- Arrange for your **mail** to be redirected through Australia Post

Should you encounter any issues or need further clarification on this procedure, please email or telephone our office.

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