

THE EXIT PROCEDURE EXPLAINED (L050)

[Salutation],

RE: THE EXIT PROCESS & INSPECTIONS

Just a quick note to give you some information about the exit process that we will be following to facilitate your tenant/s vacating your rental property.

Step #1 - Pre- Exit Inspection

We will arrange a pre-exit inspection at the property approximately 3 weeks before the end of the lease. At this inspection we will go through the property with the tenant and advise of any matters that should be addressed to facilitate the full refund of their deposit and to ensure that the property is returned in the appropriate condition and clean and tidy.

You are welcome to attend this inspection if you would like - please advise if you would like to attend.

Step #2 - Pre-Exit Inspection Report

We will provide you and the tenant with a full pre-exit inspection report with our recommendations of any issues or matters that need to be addressed prior to the Exit Inspection. This will highlight any potential issues and help to avoid any misunderstandings and unnecessary disputes at the end of the lease.

This report also gives you an opportunity to provide us with any input regarding any issues or matters that may concern you and gives the tenant the opportunity to rectify any matters prior to the exit inspection.

Step #3 - Exit Inspection

The Exit inspection will be carried out on the last day of your lease. This inspection documents the state of the property and the end of the lease and will be used to determine any damages at the property that are for the cost of the tenant.

If you would like to be at this exit inspection, please let me know so I can arrange that. This is the final opportunity to document any issues at the property. If you would like input in this report then it's important that we arrange for you to also be at the inspection as any issues discovered after the final inspection cannot be included in any claim.

Please feel free to contact me if you have any queries in this regard.

[YOUR NAME]

[Your Title]

m [Your Mobile Number]

[Your Email Address]