

Monday, 29 March 2010

Landlord

Dear Mr & Mrs Landlord

VACATING NOTICE *

RE: 1/123 One Street, Auckland

We wish to advise that your tenants of the above mentioned property have given their written notice of their intention to vacate on **Monday 1/02/2010. (Please find in this attachment the letter copies sent to your tenant).**

As per our management agreement we will commence marketing your property immediately, we take this opportunity to remind you there are marketing costs which are passed onto you after we successfully secure a tenant.

- Trade Me listing charge is a maximum of \$124
- Herald Advertisements at \$32 each (Max x 4)
- Credit check \$14

We also undertake the following tasks to generate more enquiry -

- Upload to two other web sites
- Engage other local real estate agencies
- If necessary deliver flyers to local businesses & throughout neighbouring buildings
- Constantly send our available properties to an existing data base of company tenants

We will try to achieve a higher rental over the next two weeks; if unsuccessful we recommend to resume at the current rent level of **\$500.00,**

Part of the vacating process is to undertake a pre- vacating inspection, this happens simultaneously when we have our first prospective tenant viewing . If anything needs attention we will communicate with both you and the tenant to ensure the matter is addressed quickly.

If there are any issues which do require your approval we will contact you to discuss them, or act as per our management agreement.

We will communicate again when we have serious interest in the property.

Yours Sincerely

COBB PROPERTY MANAGEMENT LIMITED

Darin Cobb

Property Manager

09 630 9090

Monday, 29 March 2010

The Tenant
1/123 One Street
Auckland

Dear Tenant

Thank You. We acknowledge receipt of notice to terminate your tenancy on Monday 1/02/2010

As at today's date your rent due until the termination date is **\$0.00**, and a separate debt owing of **\$0.00**.

In order for your bond to be processed and refunded quickly, please take care of the following items as set out below;

1. Please ensure all rent payments from this time forward are paid, bond is not to be used as rent.
2. Leave the apartment clean and tidy and free of rubbish, with particular attention to the bathroom & kitchen.
3. If linen is provided, we suggest commercial laundering, we could insist on it, if the linen is not cleaned properly.
4. Any external balconies should be swept and mopped, and drains cleared.
5. All lights must contain working light bulbs, if not working please replace and fit new ones.
6. If the carpets appear soiled, odour or laden with dust, we will require professional cleaning SEE BELOW
7. **Check out** – On the final day of your tenancy the keys must be returned by midday to our office at 25b George Street to prevent further rental being charged, or prior arrangements can be made to return the keys another way.
8. **Disconnection of Utilities** – Please contact your utility provider to arrange your final billing, if the power is internally supplied and managed within the building, we will require proof of payment for the final bill , before we can release the bond.
9. **Final Rent Payment** - Please ensure your rent is paid up to and including the day you are vacating, failure to pay final rent may result with a adverse credit reference with TINZ.
10. **Recommended Carpet Cleaner:** our recommended cleaner is Brighter Carpets (Brett 0800 888 353 or 027 468 1360)
11. **Recommended cleaner:** Roma Cleaning Services - Can be arranged directly with Sijo 0212100507
12. If required **Furniture Removal's** : Master Movers - Richard Simon 021 749 995

As per your tenancy agreement over the following three weeks we will need to show prospective tenants through the property, we will try contacting you first to arrange a suitable time, if you are unavailable we will use our office key in your absence.

If we are unable to meet during at an upcoming inspection, we will contact you closer to the vacating date, to organise a preferable key return arrangement and to discuss the bond release.

Yours faithfully

COBB PROPERTY MANAGEMENT LIMITED

Darin Cobb
Property Manager
06 630 9090

Checklist For A Quick Bond Refund

PLEASE CLEAN the property thoroughly so that the new tenant does not have to undertake any cleaning when they move in. If the property is not cleaned to this standard, we will have to arrange cleaners at your expense.

- Oven – we recommend using a specialist product – eg. Mr. Muscle. Clean glass hobs with preferred cleaners at available at supermarkets
- Wash & wipe sinks, kitchen benches, floors, skirting boards, with non abrasive cleaners. Stainless steel in benches can use Jif (available from supermarket) a low abrasive cleaner .
- Walls - when cleaning walls, use large soft sponge & warm soapy water, start from the base and wash upwards, do not spot clean walls with abrasive cleaners as it can damage and leave permanent marks.
- Degrease range hood exterior / filters can be washed in dishwasher.
- Kitchen cupboards / wardrobes – wipe inside and out.
- Dust blinds, curtains and drapes – If cleaning is required use only warm water (low suds), non coloured sponge to spot clean. If mould appears on curtains please contact us for information on how to remove mould
- Windows and frames – use soapy water followed by glass cleaner .
- Bathroom – shower walls & floors (all soap residue is to be removed), tap ware, vanity, walls, tiles, toilet, ceiling, exhaust fan grill.
- Carpet – vacuum well, if soiled or stained, we may insist on using our recommended cleaner –
- Clean all appliances – microwave, fridge / freezer, kettles, toaster, dishwasher, washing machine, dryers – no dust, or grime residues to be left behind
- All dinnerware, all cookware, all linens, bedding – wash and dry. Do not make up beds leave all lined folded at beds end. If large bedspreads contain odour or soiled dry cleaning may be required.
- All furniture, must be dusted and wiped clean.
- Remove all cooking smells & odours – with air freshener or powdered vacuum scents.
- Replace all light bulbs, and dust and clean light shades.
- If any damages have occurred, it is mandatory these are repaired by our approved contractors.
- Please check your chattel lists – and ensure any items missing or damaged are replaced, or brought to our attention for discussion.

Tenant Vacating Checklist

Property: 1/123 One Street
 Tenant name: The Tenant - -
 Lease End Date: 1/02/2010
 Vacating Date: 1/02/2010
 Property Manager: Darin Cobb
 Owner Name: Landlord

Please Tick:

End of Fixed Term	
Termination / Abandoned	
Lease Break	

21 Days Notice	
42 Days Notice	
90 Days Notice	

Rent Per Week	\$500.00
Bond Amount	\$2,000.00
Bond Number	

Prior Vacating

Vacating Letter to Tenant / Owner(Email)	
Property Re-listed - Palace & Rental list	
Entered Reminder into Palace	
Withhold Funds - 1 Week Rent	
Final Reading Power / Water	

Post Vacating

Keys Returned - Final key register	
Final inspection / Check Chattel List	
Bond form signed	
Confirm tenant Re bond deduction	
Lodge Bond Form	

Owner Maintenance Required (If Any)

Item	Trades people	EST Amount	Amount
1.			
2.			
Total Cost:			

Work Required Before Bond Refunded

Item	Claim	Trades people	EST Amount	Amount
Final Rent	YES / NO	Paid to Date:	\$	\$
Cleaning	YES / NO		\$	\$
Carpet Cleaning	YES / NO		\$	\$
Key Cuts / Remote	YES / NO		\$	\$
Water / Power Rates	YES / NO		\$	\$
Repairs	YES / NO		\$	\$
Others	YES / NO		\$	\$
AGENT CHARGES	YES / NO		\$	\$
Sub-Total:			\$	\$
(Maintenance Fees 9%):			\$	\$
Total Owing to Landlord:			\$	\$
AMOUNT OF BOND DEDUCTED			\$	\$
Balance Still owing to Landlord			\$	\$
Balance to Tenant:			\$	\$

Special NOTES: _____

Overpaid Rent / Bond Refunded

Rent / Bond Overpaid	YES / NO
Amount:	\$
Name of Account:	
Bank & Branch:	
Full Bank Account Number:	