



Exit Process Guidelines - 2

10 June 2013

THE EXIT PROCESS - HOUSES

You are required to make an exit inspection appointment with us at least 5 days prior to your last day at the premises. Your rental agent will then do a full exit inspection with you on the agreed to date and time. All defects not previously recorded will be noted. Keys will also be audited against the keys inventory signed off on entry.

1. Preparation of the Property for the Exit Inspection

In order to ensure a quick and easy exit process, tenants are advised to attend to the following prior to the exit inspection:

2. Cleaning of the house

- All carpets must be cleaned by a professional carpet cleaning company and proof must be available at the exit inspection. We can provide the contact details of a reputable carpet cleaning company.
- All cupboards and drawers and general workspaces must be cleaned and wiped out.
- All windows must be washed.
- All floor tiles must be scrubbed.
- All bathrooms must be cleaned thoroughly and all shower floors must be scrubbed.
- Ovens, stoves and extractor fans must be cleaned thoroughly.
- Extractor fan filters must be replaced.
- Blinds must be cleaned.
- Marks on walls must be washed and walls repainted where necessary.
- Spider webs in corners must be removed.

3. Cleaning of outside recreational areas and paving

- All outside areas must be tidy and clean.
- Any oil stains on paving must be treated and removed.
- Built-in braais must be clean and all ashes must please be removed.
- All gutters and drains must be clean and leaves must be removed.

4. Garden Maintenance

- Grass must be cut short and all beds must be neat and free of weeds.
- Scrubs and trees must be pruned where necessary.
- Automated irrigation systems must be fully functional and damaged sprayer heads and nozzles must be replaced.
- Trees and plants that might have died due to lack of watering must be replaced.
- Grass that might have died due to lack of watering must be replaced.

5. Pool Maintenance

- The pool must be backwashed and clean.
- The water levels must be sufficient for the pool equipment to function normally.
- The sides of the pool must be scrubbed and clean from algae and fungus.



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6. Repair of damages

- Additions must be removed and any damages repaired (discuss with your agent).
- Picture pins must be removed (discuss with your agent).
- Walls must be repaired and repainted where necessary. Please note that touch-up paintwork will not be accepted. Full walls must be painted from corner to corner.
- Any broken windows and other damage caused must be repaired.

7. Replacement of bulbs

- All blown bulbs must be replaced.

8. Keys and remotes

- Lost keys and remotes must be replaced.
- Batteries in all remotes must be replaced.

9. Removal of rubble

- All rubble must be removed.
- Municipal bins must be cleaned and left clean and free from any rubble.

10. Other things to remember

- Please remember to change your postal address if necessary and to make arrangements with the new tenant to keep your post for collection if required.
- Please remember to terminate the services of any contractors appointed by you such as garden services and pool services, as well as service providers for example Telkom.

11. Deposit pay-out process and time frames

Deposits plus interest minus any costs and balances due on accounts will be refunded within the following time frames in accordance with the Lease Agreement:

- Within 14 calendar days after the Lease end date when there are no damages or outstanding items in terms of the exit process.
- Within 14 calendar days after the damages have been repaired or issues dealt with when there are damages to the property or outstanding exit issues.
- The remainder of the deposit plus interest minus costs will be transferred via EFT into the nominated bank account provided.