

## VACATING CHECKLIST

It is your duty as the outgoing tenant to ensure the property is returned to the owner in the same condition it was handed to you at the commencement of your tenancy. Failure to clean the premises properly can result in costs incurred to you and deductions from your bond.

Your ingoing condition report and photos are the primary documents used to compare the condition of the property on departure, to that of when you entered the property.

**If the condition report was not returned to our office within 7 days of being issued at the commencement of your tenancy, the original report on file with our office, will be used.**

If an item needs attention, you will be given 2 days (48 hours), where possible, to remedy the issue, after which time, a professional cleaner/tradesperson will be employed and the cost(s) deducted from your bond.

Once you have advised our office, in writing, of your intention to vacate, the property manager will inform you of the time and date for final inspection. You do not have to be present at this inspection, but we strongly recommend you attend.

We aim to process your bond refund as quickly as possible.

**The below checklist and information will assist you in preparing to vacate the premises:**



Arrange to have the telephone/internet disconnected



Disconnect the electricity, gas and Foxtel from your name (electricity must be on for the final inspection)



Have your mail redirected and supply us with a forwarding address



All keys / remotes must be returned to our office no later than the vacated date



Pay rent up until the vacating date. Rent is charged until all keys are handed back to our office



Cancel all direct debit rental payments



Check your lease agreement. Are there any special conditions which apply to you?



Organise a flea spray if you have had a pet at the property - receipt must be brought to final inspection



Organise carpet cleaners - receipt must be brought to final inspection



Clean windows or arrange a window cleaner

## **GENERAL INTERNAL**

- All venetian/vertical blinds to be clean. No dirt or dust left
- Curtains to be washed /dry cleaned (once approved by agent) & rehung
- All windows, sills, tracks & doors to be cleaned inside and out
- All window screens and screen doors to be cleaned
- Test screen door rollers
- Ensure there are no holes or damage to flyscreens
- Carpets are to be professionally cleaned by a professional cleaning company
- Thoroughly vacuum and mop all non-carpeted areas. No residue to be left behind
- All light fittings must be working - replace with new globes if necessary
- Walls & ceilings are to be washed to remove any dirt marks, finger prints, cobwebs and scuff marks
- Skirting boards, power points and light switches should be clean and free of dust
- Light fittings to be cleaned and washed - all bugs removed
- All shelving to be wiped down and free of dust and all marks removed
- All air conditioning units to be wiped down and filters washed and dried
- All personal items to be removed from the property
- No extra nails or holes in walls, doors or ceilings
- Clean wardrobe tracks and ensure door rollers are working
- All items on the inventory (if applicable) must be clean with no damage in accordance with the lease agreement
- Any damage done by the tenant must be repaired at the tenant's expense and in a professional manner. Licensed trades people are recommended on the last page of this checklist

## **GENERAL EXTENAL**

- Dirt and oil marks on driveways, garage floor and paths to be removed
- All rubbish to be removed from the property (including under the house)
- Lawns and gardens to be mown, edges cut and free from weeds
- Garbage bins left empty & clean - hosed out and washed with disinfectant
- Cobwebs to be removed from walls, eaves and windows

- Wash down garage door
- All outdoor lights in working order, cleaned and free from dust, webs and bugs
- Pool filter cleaned and any debris cleared from pool
- Outdoor furniture wiped down and free from debris and mould
- BBQ cleaned and grease removed
- Remove all pet waste and repair any damage caused by your pet (digging, chewing etc.)
- Mail box cleaned and mail/papers removed

### **KITCHEN**

- Bench tops need to be cleaned with the appropriate cleaner, no residue left
- Stove top to be cleaned, including drip trays, knobs and rims
- Inside and outside of oven/stove including racks, should be clean and free from grease/grime. Oven light should be working
- All cupboards cleaned with disinfectant inside and outside, including handles and tracks
- Floor vacuumed and mopped
- Sinks, drain holes, plugs and taps to be left clean and free from grease/food/marks
- Range hood and exhaust fan including filter to be cleaned and free from fat, grime, dirt and dust. Lights and fan must be working
- Dishwasher to be cleaned with a dishwasher cleaner. No food particles in the filter or along the door seal. Filter to be cleaned
- Clean behind fridge and under oven
- Ceiling to be cleaned, no marks from fat, smoke or cooking stains

### **BATHROOMS**

- All mould and soap residue to be cleaned from tiles, grout, ceiling and walls
- Shower and bath should be cleaned including glass, doors and tracks
- Vanity, cupboards and basin thoroughly cleaned, free of dirt, grime, make-up & hair
- Toilets to be bleached and cleaned inside and out (including under seat, behind pipes and bottom of bowl)
- Exhaust fans cleaned and free from dust

- Mirrors cleaned with glass cleaner, free from streaks
- All taps and showers heads cleaned and free from soap scum
- Towel rails cleaned and not loose

### **LAUNDRY**

- Floor vacuumed and mopped
- All cupboards cleaned inside and outside, including handles and tracks
- Clean tub, drains and under sink
- Clean washing machine and clean lint from the dryer filter
- Walls wiped and free from marks and grime

### **RECOMMENDED TRADES PEOPLE**

**Carpet Cleaning:** All New Cleaning Services - Mick: 1300 797 213 or 0414 822 748

**Cleaners:** All Clean - Greta: 0427 600 047

**Cleaners:** Sparkling Spaces - Jennie: 0414 858 132

**Cleaners:** Clara Care - 0468 491 779

**Garden Maintenance:** All Jobs Local - Shane: 0403 548 087

**Handyman:** All Jobs Local - Shane: 0403 548 087

**Pest Control:** Lighthouse Pest Control - Wayne: 6685 6061

**Window Cleaners:** Coastal Windows - Andrew & Joanna: 0403 879 146

**Electrician:** SPK Electrical - Shaun: 0490 546 007

**Electrician:** Packham Electrical - Graham: 02 6685 6215

**Plumbing:** Rob Crandall: 0431 593 025

**Removalist:** Leap Frog Removals - 0432 334 200