

VACATING CHECKLIST

It is your duty as the outgoing tenant to ensure the property is returned to the owner in the same condition to which it was handed to you at the start of your tenancy. Failing to clean the premises properly can result in costs incurred to you and deductions from your bond. Your ingoing condition report is the primary documents used to compare the condition of the property from when you moved in to vacating the property. **(If the condition report provided to you at the commencement of your tenancy was not signed and returned to our office within 3 business days from said time, than the original report will be used as a reference)**

If we feel that anything needs attention, you will be given when possible 2 days (48 hours) to rectify. After said time a professional cleaner/trades person will be arranged and the costs deducted from your bond.

When you have given us your intention to vacate the property in writing, we will inform you of the time and date of which the final inspection will take place.

Our aim is to refund your bond as quickly as possible. Please use the following list as a guide to help you with restoring the property to the original condition to which you received it. If you have any further questions, please don't hesitate to contact the office (03)9744 2244.



Arrange to have the telephone / internet disconnected



Disconnect the electricity, gas and pay TV (electricity must be on for the final inspection)



Have your mail redirected at Australia post. (Ensure you cover all names and titles) Supply us with a forwarding address



All keys/remotes must be returned to our office no later than the vacated date. (Rent will be charged until all keys are handed back to our office)



Pay rent until vacating date. Rent will be charged until all keys are handed back to our office.



Cancel all direct debit rental payments (if this applies to you)



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



Organise flea treatment if you have had any pets at the property – receipt must be provide to the office



Organise carpet cleaners - receipt must be provided to the office

INTERNAL

- All Venetians/vertical blinds to be cleaned - free of dirt and dust
- Curtains are to be washed/dry cleaned (advised by agent) & rehung
- All windows, window sills & doors are to be cleaned inside and out (where possible)
- All window and door flyscreens are to be cleaned
- Ensure all flyscreens have no hole and are not damaged
- Test all roller door work
- Carpets are to be professionally cleaned by a reputable company
- All non-carpeted areas are to be thoroughly vacuumed and mopped
- All light fittings must be working – replace light bulbs where necessary
- Light fittings are to be washed and any bugs removed
- Ceilings and walls are to be washed, free of cobwebs, finger prints, dirt and scuff marks
- Any ceiling fans are to be washed
- There must be no holes or extra nails in walls, doors or ceilings
- Skirting boards and light switches are to be free of dust and any scuff marks
- Light switches are to be free of any dust and finger prints. All marks are to be removed
- All shelving is to be wiped down and free of dust and any marks removed
- All air conditioning units are to be wiped down and filters washed, dried and replaced.
- All wardrobe tracks are clean and rollers are working

Any damage done by the tenant must be repaired at the tenant's expense. This must be done in a professional manner. Licensed tradesmen are recommended on the last page.

KITCHEN

- Bench tops are to be cleaned with the appropriate cleaner – No residue left

- Stove top is to be cleaned including all rims, knobs and drip trays
- Inside and outside of oven and stove are to be free from any grease/grim.
- All cupboards and draws are to be cleaned with disinfectant both inside and out. Including handles and tracks.
- Range hood and exhaust fan including any filters are to be cleaned and free of any grim, fat, dirt and dust. Fan and exhaust fan must be in working order
- Dishwasher is to be cleaned with a dishwasher cleaner. No food particles are to be in the filter or along the seal. Filters are to be cleaned
- The ceiling is to be cleaned, no marks for fat, smoke or cooking stains
- Floors are to be vacuumed and mopped with disinfectant

BATHROOM

- All soap residue and mould is to be cleaned from tiles, grouting, ceiling and walls
- Shower and bath are to be free of mould and soap residue including glass, doors and tracks
- Vanity, basin and cupboards are to be cleaned thoroughly. It must be free of all dirt, grim, hair and make – up
- Toilets are to be cleaned inside and out with disinfectant and bleached. (this includes the bottom of the bowl, behind pipes and under the seat)
- Exhaust fans are to be removed, washed and replaced. Must be free of all dust
- Mirrors are to be cleaned with glass cleaner and free of any streaks
- Shower head and all taps are to be cleaned and free of any soap scum
- Towel racks are to be cleaned and properly secured to the wall

EXTERNAL

- Remove all oil marks from driveways, garage floors and paths
- Paths are to be swept and free of any debris

- All rubbish must be removed from the property (including anything under the house or in the roof)
- Cobwebs removed from windows.
- Lawns are to be mowed and gardens free of any weeds
- Bins are to be left emptied
- All outdoor lights are to be in working order free of any dust, cobwebs and bugs
- Pool filters are to be cleaned and free of any debris (this may not apply to you)
- Repair any damage caused by pets from them digging, chewing, scratching ect
- Remove all pet waste

Recommended Tradesman

Cleaners – Cleaned Up – 0450 882 625
Magnificent Cleaning - 0425 070 434
Aust-Clean – 03 9740 6744

Carpet Cleaners - Aust Clean Australia – (03) 9740 6744
Elite Steam Cleaning – 0423 612 161

Handyman – MJC Residential & Commercial Building Maintenance - 0434 474 855
Ranga Handyman & Maintenance Services 0434 173 690

Pest Control – Paramount Pest Control - 1300 669 635

Garden Maintenance – Your Local Gardening Bloke 0430 015 606

Electrician – One Thousand Volts – 0499 480 000

Plumber – Aqua Gas Plumbing - 0413 371 303

Removalist – Able Removals 0439 866 697