

VACATING CHECKLIST

To ensure that your bond is returned to you promptly and in full please comply with the following:

1. Ensure that rent is paid to the vacate date – please contact our office for total rent payable until vacate date.
2. Return all KEYS and (if issued) your RENT DEPOSIT BOOK by **10.00am on your specified vacate date.**
3. Ensure the property is clean and any damage repaired, if required. Please pay particular attention to the cleaning of :

GENERAL

1. All personal property & rubbish to be *totally* removed (including car space, garages & balconies)
2. Windows, window sills & fly screens to be properly cleaned
3. Walls must be washed to remove any marks, including finger marks, blue tack etc
4. Floors: Vinyl tiles, timber, parquetry & polished floors to be cleaned & carpets to be professionally cleaned
5. Curtains to be washed / dry cleaned & re-hung. Venetian blinds & vertical Holland blinds to be properly cleaned
 - If you have removed any curtains & blinds belonging to the premises please ensure they are re-hung prior to vacating
6. Built in robes (if applicable) to be thoroughly cleaned
7. Doors & door frames to be left clean
8. Light fittings, power points & switches to be cleaned
9. Lawns & gardens to be maintained (if applicable)
10. Marks or oil on concrete to be removed including garage, paths, driveways etc
11. Inventory (if applicable) to be in accordance with the lease
12. Damage done to the premises by the tenant must be repaired at your own expense in a professional manner. Licensed trades people can be recommended if required

KITCHEN

1. Stove to be thoroughly cleaned including hot plate wells & surrounds, grill, oven (racks, sides, rear, floor & walls). We recommend the use of a powerful cleanser for stoves Eg. Mr Muscle or similar
2. Exhaust fans / Range hoods to be thoroughly cleaned / degreased & filter replaced
3. Kitchen cupboards & bench tops to be thoroughly cleaned inside & out. Any sticky marks must be removed.
4. Sink, disposal unit (if applicable) & dishwasher to be cleaned

BATHROOM & ENSUITE

1. All mould to be removed from tiles, walls, ceilings &/or other surfaces
2. Vanity, bath tub & basin to be cleaned inside & out
3. Toilet bowl, seat & cover to be cleaned thoroughly inside & out
4. Shower recess & shower glass to be thoroughly scrubbed to remove all soap residue, mildew & mould
5. All vents / exhaust fans to be thoroughly cleaned from dust & debris

LAUNDRY

1. Tubs to be cleaned inside & out
2. Dryer (if applicable) to be inside & out, especially the lint filter
3. Washing machine (if applicable) to be cleaned inside & out
4. Vents / exhaust fans to be thoroughly cleaned

If any of the above items are not completed to the owners / agents satisfaction, we may find it necessary to have the work done professionally & the cost deducted from your bond.

Please ensure you contact the Electricity, Gas and Telephone Authorities to advise of disconnection of these services.

A COPY OF THE RECEIPT FOR CARPET CLEANING AND PEST TREATMENT MUST BE GIVEN TO AGENT UPON VACATE.