

## Tenant Vacating Checklist

It is your obligation as the outgoing tenant to ensure the property is returned to the owner in the same condition it was handed to you at the start 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 when you entered the property (If this was not returned to our office within 3 business days of the start of your tenancy as required by legislation, then our original report will be used).

There are always things that are specific to your individual property when it comes to moving out. The following should be used as a guide to some things that we will be checking during the final exit inspection. Some of the items may not apply to you.

Please ensure that all keys are returned to the office in person no later than 5pm on the day you are vacating or as discussed with your Property Manager. Please be aware that you are completely responsible for the property up until the keys are returned and signed off at the allocated office.

We aim to process your bond refund as quickly as possible. The list below will assist you in preparing to vacate the premises and avoid a claim being made against your bond and/or delays in finalising your tenancy.

### General

- Arrange to have the telephone / internet disconnected.
- Disconnect the electricity, gas and pay TV 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 the office.
- Cancel all direct debit rental payments.
- Check your lease agreement. Are there any special conditions which apply to you?
- Organise a flea & deodorise spray if you have had a pet at the property.
- Organise carpets to be steam cleaned
- Clean all windows, doors, sliding doors, fly screens and security screens.
- Vacuum all sliding door and window tracks.
- Thoroughly vacuum and mop all non-carpeted areas – no residue to be left behind
- All venetian/vertical blinds to be cleaned. No dirt or dust left.
- All curtains to be washed and rehung.
- Air-conditioner vents and intake filters to be cleaned and dust free.
- All items on inventory must be clean with no damage and all accounted for.

## Kitchen

- Clean inside and outside all cupboards and doors.
- Inside and outside dishwasher.
- Stove, griller and all drip trays to be clean and free of oil
- Exhaust fan/range hood to be removed and thoroughly cleaned.

## Bathroom

- Shower recess, shower screens and shower curtains are to be scrubbed and grout is to be free of all soap, residue and mold.
- Cabinets to be wiped inside and out.
- Toilet cleaned.
- Exhaust fan clean and free of dust and build up.

## Garage/Driveway

- Sweep and hose down all floors.
- Any oil stains to be removed.
- Any cobwebs to be removed.

## Outside

- Sweep front and back verandas/patios and remove any cobwebs.
- All lawns to be mowed and all edges trimmed.
- All garden beds and paths to be weed free.
- All rubbish removed.
- Rubbish bins to be emptied or left at the curb for collection. No rubbish to be left outside the bins and correct rubbish to be placed in the applicable bins.

Thank you for your cooperation!