

Vacating Tenant Checklist

This checklist is primarily for whole houses, if you are just renting a room ensure the room is to a high standard upon departure.

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 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 deducted from your bond.

Once you have advised our office of a vacating date, we will need to arrange a time and date for the final inspection, you do not need to be present at this inspection, but we strongly recommend you attend.

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 redirect and supply us with a forwarding address
- All keys/ remotes must be returned to our office no later than the vacate date
- Pay rent up nil the vacate 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 and carpet clean if you have had a pet at the property – receipt must be bought to the final inspection
- Clean windows or arrange a window cleaner

General Internal:

- All venetian blinds to be clean. No dirt or dust left
- Curtains to be washed and rehung
- All windows, sills, tracks and doors to be cleaned inside and out
- All window screens and screen doors to be cleaned
- Ensure there are no holes or damage to the fly screens
- Thoroughly vacuum and mop all non-carpeted areas
- All light fittings must be working- replacing with new globes if necessary
- Walls and 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 buys removed
- All shelving to be wiped down and free of dust and all marks removed
- 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

General External:

- Dirt and oil marks on driveways, garage floor and paths to be removed
- All rubbish to be removed from property
- Lawns and gardens to be mown, edges cut and free from weeds
- Garbage bins left out for next pick up
- Cobwebs to be removed from walls, eaves and windows
- Wash down garage floor
- All outdoor lights in working order, cleaned and free from dust, cobwebs and bugs
- Pool filter cleaned and any debris cleared from the pool
- Outdoor furniture wiped down and free from debris and mould
- Remove all pet waste and repair any damage caused by your pet

Kitchen:

- Bench tops need to be cleaned with the appropriate cleaner, no residue left
- Stove tops to be cleaned, including drips 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 cleaned and free from fat, grime, dirt and dust. Light and fan must be working
- Dishwasher to be cleaned. No food particles in the filter in the filter or along the door seal. Filter to be cleaned
- Ceiling to be cleaned, no marks from fat, smoke and cooking stains

Bathrooms:

- All moulds and soap residue to be cleaned from tiles, grout, ceilings and walls
- Shower and bath taps should be cleaned including glass, doors and tracks
- Vanity, cupboards and basin thoroughly cleaned, free from dirt, grime, makeup and hair
- Toilets to be bleached and cleaned inside and out (including under the 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 shower heads cleaned and free from soap scum

Laundry:

- Floor vacuumed and mopped
- All cupboards cleaned inside and outside, including handles and tracks
- Clean washing machine and clean lint from your dryer
- Walls wiped and free from marks and grime

***If you require further information or have any questions regarding vacating a property, please call
our office on (02) 4967 6723.***