

# Vacating Checklist



At the end of every tenancy, our property manager conducts a final inspection to ensure the property is left in the same condition as it was given to the tenants at the start of their lease. This is an important step in the vacate process, as it helps us determine how much, if not all, of the bond will be refunded to the exiting tenants.

Our aim at this inspection is not to “nit-pick” or grab at your bond – we always take wear and tear into consideration – but we need to make sure that the property is presented in a reasonable condition to the next tenants. If for some reason we need to deduct from the bond, we will only take what is needed to bring the property up to this reasonable condition.

To help you avoid any unnecessary deductions, we have come up with a few hints and tips to help ensure you pass your final inspection and make the process of moving out a smooth and stress-free experience. I have outlined in the checklist below areas that your property manager will always pay close attention to, as in the hustle and bustle of vacating, they are often overlooked by even the most discerning tenants.

## **Kitchen**

- Cupboards to be washed inside and out.
- Bench tops to be washed and clean.
- Drawers to be washed and clean.
- Oven [including oven trays and racks], griller tray and cook top to be cleaned and free from grime.
- Exhaust fan/range hood to be cleaned and free from oil build up.
- Sink and taps to be washed and clean.
- Dishwasher [if applicable] must be cleaned inside and out.
- Refrigerator [if applicable] must be defrosted, cleaned inside and out and left with door ajar.

## **Bathroom**

- Tiles cleaned, grouting and ceiling free of mould.
- Vanity basins, taps, shower screens and bath free of all soap scum.
- Exhaust fan cleaned and free from residue.
- Toilet to be cleaned thoroughly and disinfected inside, outside and behind.
- Drawers to be washed and clean.
- Mirrors to be washed and clean – your bathroom should sparkle



## ***Laundry***

- Laundry tub cleaned.
- Washing machine and dryer [if applicable] to be cleaned inside and out.
- Cupboards to be cleaned inside and out.

## ***Bedrooms***

- Built in wardrobes – tracks cleaned.
- Mirrors cleaned.

## ***All floor coverings***

- Carpets are to be professionally cleaned and receipt provided. If pets had been approved inside the property, the carpets are to be deodorized as well.
- Tiles and timber floors swept and mopped.
- Kickboards to be washed to remove scuff marks.

## ***Windows***

- Cleaned inside and where able outside.
- Window sills and tracks cleaned.

## ***Window Coverings***

- Venetian blinds cleaned.
- Curtains cleaned [do not wash without prior approval].
- Insect screens are to be washed to remove dust and dirt.

## ***Walls and Skirting***

- Sugar soap works a treat when cleaning walls of minor scuff marks. Wipe down the walls and skirting as you would any other surface, and watch the scuffs disappear!



## **General**

- All light fittings in working order, clean and free from dust and insects.
- Don't leave the next tenants in the dark! Check all the light globes to ensure they are in working order, and replace any that have blown.
- Power points and light switches are to be wiped over to remove finger prints/grime.
- Ceiling fans to be free from dust.
- Remove cobwebs from inside and outside of property.
- All rubbish must be removed from the property.
- If pets have been kept on the premises, the property must be treated for fleas.
- External areas returned to same condition as commencement of tenancy, including gardens, pools, and garage.
- Garden to be weeded (where applicable)
- Driveways, carports and all concrete areas to be free from oil and grease stains.
- Garage floor area to be swept.
- Inventory must be in accordance with lease [if applicable].
- Please ensure all user manuals, modems and appliance remote controls are returned.

## **Required Documents**

- Exit condition report
- Carpet cleaning receipt
- Pet fumigation receipt/if required

## **Finally**

- Make sure your rent is paid to your vacating date.
- Provide the office with your forwarding address and contact numbers.
- Return all keys by 4pm on your vacate date with your completed Exit Condition Report
- Arrange for your mail to be directed.
- Disconnect the electricity / gas / telephone – advise the companies of your lease end date and arrange for final readings.