



CHECKLIST FOR VACATING TENANTS

KEEP THIS LIST HANDY.

THESE POINTS ARE LISTED FOR YOUR BENEFIT.

**PLEASE ENSURE THE FOLLOWING STEPS ARE TAKEN
WHERE APPLICABLE TO ENABLE YOUR BOND MONEY TO BE
REFUNDED TO YOU PROMPTLY. PLEASE NOTE THIS IS A GUIDE ONLY.**

**ALL THE FOLLOWING ITEMS WILL BE CHECKED AND IF NOT
CARRIED OUT, MAY CAUSE YOUR BOND TO BE WITHHELD.**

- PLEASE CANCEL ANY DIRECT DEBT OR ANY OTHER METHOD OF PAYMENT.
- PLEASE ARRANGE A REDIECTION OF MAIL. OUR OFFICE IS NOT ABLE TO COLLECT/HOLD OR REDIRECT MAIL PAST YOUR VACATE
- LAWNS TO BE MOWED, EDGES NEATLY CLIPPED AND GARDENS WEEDED. IF YOUR PROPERTY HAS ANY TREES/SHRUBS THESE WILL NEED TO BE PRUNED AND/OR MAINTAINED. REMOVE DOG OR CAT DROPPINGS AND REPAIR ANY DAMAGE DONE TO YARD. ALL GREEN WASTE TO BE PUT IN THE APPROPRIATE BINS.
- STOVE, OVEN, RANGE HOOD AND GRILL TO BE CLEANED THOROUGHLY.
- CUPBOARDS AND DRAWERS TO BE EMPTIED OUT AND CLEANED. REMOVE ALL STAINS FROM CUPBOARD SHELVES. CUPBOARD DOORS TO BE CLEANED ALSO.
- BATHROOM, TOILET AND SHOWER TO BE CLEANED. REMOVE SOAP SCUM/ MOULD FROM TILES AND SHOWERSCREEN. PLEASE REMOVE ANY USED TOILET CLEANING BRUSHES ETC
- DRYER LINT TO BE REMOVED, CLEANED AND DUST FREE.
- BLINDS AND CURTAINS TO BE CLEANED/WASHED. REPAIR ANY BROKEN BEADS/STRINGS ON VERTICALS AND RE-ATTACH FALLEN SLATS.
- LIGHT SHADES/COVERS TO BE DUSTED/WASHED.
- ALL LIGHT GLOBES ARE TO BE IN WORKING ORDER INCLUDING APPLIANCES SUCH AS RANGEHOODS.
- FLOOR COVERINGS AND CARPETS TO BE CLEANED. WHERE REQUIRED, A PROFESSIONAL CLEANING FIRM SHOULD PROVIDE THE LEVEL OF CLEANING NEEDED. PLEASE KEEP ANY RECEIPTS.
- ALL GLASS (INCLUDING DOORS), WINDOWS, WINDOW SILLS, SKIRTINGS AND SURROUNDINGS TO BE CLEANED.
- HOUSE DUSTED AND COBWEBS REMOVED. THIS INCLUDES ANY CEILING FANS AND/OR EXHAUST FANS.
- ANY CRACKED GLASS/WINDOW PANES ARE TO BE REPAIRED PRIOR TO VACATING.
- MARKS, SCUFFS AND KNOCKS TO WALLS ARE TO BE CLEANED OR REPAIRED, PARTICULARLY AROUND LIGHT SWITCHES. PLEASE ENSURE YOU CAREFULLY REMOVE ANY HOOKS PLACED DURING TENANCY AND PATCH/PAINT WALLS TO RETURN AS PER LEASE COMMENCEMENT
- WHERE A PREMISES HAS A POOL, PLEASE ENSURE THE POOL IS CLEANED AND THAT THE PUMP/FILTER IS IN GOOD WORKING ORDER.
- ALL ITEMS AND/OR RUBBISH TO BE REMOVED FROM THE PROPERTY – NOTE THIS INCLUDES PILES OF GRASS CLIPPINGS. **UNDER NO CIRCUMSTANCES IS RUBBISH TO BE LEFT ON THE FOOTPATH/NATURE STRIP. YOU MUST DISPOSE OF RUBBISH COMPLETELY OR ARRANGE FOR COUNCIL TO COLLECT BEFORE YOU VACATE. ANY COSTS INCURRED IS THE RESPONSIBILITY OF THE TENANT.**
- IF YOU WERE PERMITTED A PET, YOU MUST SPRAY FOR FLEAS AND STEAM CLEAN THE CARPETS AT THE END OF THE TENANCY AS PER YOUR LEASE. A RECEIPT IS REQUIRED!

SHOULD YOU REQUIRE THE ASSISTANCE OF OUR OFFICE TRADESMEN PLEASE FEEL FREE TO CONTACT US FOR THEIR INFORMATION.

WE RECOMMEND YOU CONTACT TRADES WITHIN 24HOURS TO ENSURE DESIRED TIMES CAN BE MET. CLEANING OF THE PROPERTY MUST BE DONE PRIOR TO KEYS BEING RETURNED.