

VACATING CHECKLIST



This checklist may assist to maximise your Bond refund.

To assist when cleaning it may be helpful to refer to a general definition of 'clean'.

'Clean' is any area or item that cannot be enhanced with a cleaning product.

GENERAL

- ☐ Vacuum and clean all sliding doors and window tracks.
- ☐ Sweep and/or mop all non-carpeted floors, removing any marks.
- ☐ Carpets are to be left in the same condition as marked on the original Residential Condition Report allowing for fair wear and tear. If required, carpets are to be steam-cleaned.
- ☐ If pets are being kept at the property, carpets must be professionally cleaned and fumigate for fleas – by registered Pest Company. Please supply paid invoice copy which specifies service details.
- ☐ Clean light fittings – gently remove light fittings and clean.
- ☐ Clean marks off walls, ceilings and light switches.
- ☐ Clean skirting boards, windows including frames, sills and tracks, above cupboards, picture rails, architraves and both sides of all doors, all other fittings, and insect/security screens etc.
- ☐ Clean curtains and blinds.
- ☐ Clean in wardrobes, shelves, drawers and mirrored doors. Remove scuff marks.
- ☐ Remove all cobwebs and insect marks and nests.
- ☐ Guttering – remove leaves and debris (this item applies to houses only)
- ☐ All Air vents – dusted
- ☐ Flyscreens – remove, wash and put back.

KITCHEN

- ☐ Clean inside and outside of all cupboards and doors.
- ☐ Clean inside, outside and around stove.
- ☐ Clean inside and outside of oven, grill, doors, trays, racks, glass.
- ☐ Clean inside, outside and behind refrigerator and dishwasher and microwave space.
- ☐ Clean sink, especially drain holes, drainers and tap ware.
- ☐ Range hood exhaust and filter- filter can be removed and cleaned.

BATHROOM

- ☐ Clean all walls, floors, mirrors and windows and window tracks.
- ☐ Clean inside and outside all cupboards and drawers.
- ☐ Clean toilet, scrub and disinfect including under the seat and around the outside of the bowl.
- ☐ Clean bath, shower recess, remove built up soap residue on tiles and shower screens, clean sink and all tapware, towel rails.
- ☐ Clean water outlet in shower and bath of hair and soap build up.
- ☐ Shower curtain washed with bleach or replace if applicable.

LAUNDRY

- ☐ Clean behind, inside and around washing machine space. Clean equipment and filters if applicable.
- ☐ Clean inside, outside and behind dryer. Remove lint.
- ☐ Clean inside, outside and around laundry tub, cabinets, shelves, drawers, tap ware.

AIR-CONDITIONERS

- ☐ Clean all air conditioner units and filters.

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VERANDAH, DECKS, OUTDOOR AREAS

- ☐ Sweep and mop, clean railings, glass and light fittings.
- ☐ Remove all cobwebs etc.

GARAGE, CARPORT, CARSPACES, DRIVEWAY

- ☐ Sweep out and remove any oil residue from concrete, pavers, paths, driveways.
- ☐ Empty Council bins and place bins out on footpath for next collection
- ☐ Close and lock garage door, if applicable.

GARDENS AND LAWNS, POOL, SPA'S

- Mow lawn, trim all edges, weed gardens, general garden tidy, remove all rubbish.
- Return pool to condition as per condition report at start of the Tenancy and supply Pool Test report to Agent – Report to be completed on the end of Tenancy date.

IF FURNISHED

- Ensure all items are clean and are located in original rooms as per Inventory list.

It is recommended to arrange a professional cleaner to ensure all the above is satisfied.

- Our **recommended cleaner** is Creative Cleaning Services on 0433 691 611
- Our **recommended landscaper/gardener** is Green Thumb Mowing on 0415 736 276

ADDITIONAL NOTES

- **Hard rubbish collection** – if you have arranged a hard rubbish collection with Council, please ensure this is collected before your vacate date – hard rubbish must not be at the property when keys are due back.
- **Bins** - are required to be empty prior to you handing keys back.
- **Repairs and Maintenance** – if you have caused any damages beyond 'fair wear and tear', please ensure you arrange these repairs before your vacate date.
- **Electricity** - please ensure you leave the electricity on at the property for a minimum of three business days after you vacate so we are able to see the property properly & check light fittings and appliances, failure to do so may result in you having to reconnect electricity at your own expense.
- **Keys** – Please refer to your Key Handover sheet and ensure that all keys/remotes/manuals that were provided are ready to be returned. If you have lost or broken any keys please ensure they are cut/copied and brought in along with any keys you have duplicated.

Your prompt attention to the above will ensure your vacating process is seamless.

With kind regards,

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