

## VACATING CHECKLIST

TO ENSURE A FULL REFUND OF YOUR BOND, PLEASE LEAVE THE PROPERTY CLEAN AND TIDY.

*IT IS RECOMMENDED YOU PAY CLOSE ATTENTION TO THE LIST OF ITEMS BELOW*

- The carpets are to be professionally steam cleaned and a copy of the receipt is to be handed in with your keys
- The exhaust fans are to be removed and cleaned
- Ensure both sides of range hood glass are cleaned and all oil/grime is removed
- Thoroughly clean oven inside and out – hotplates, oven, griller
- Stainless steel appliances can be cleaned with lemon juice to remove finger prints or marks
- Clean windows and window sills
- Sweep and wash all tiles/lino and wooden floors etc throughout property
- Dust all skirting boards throughout property
- Remove all cobwebs throughout property
- Dust all venetian blinds and curtains, especially over kitchen sink areas and bathrooms
- Dust and clean all light fittings, ceiling fans, picture rails
- Check all walls from marks and holes, leave picture hooks in walls – walls may need to be Sugar soaped
- Clean inside built in robes, ensure all personal items are removed
- Clean shower recess, tiles, screens of all mould and soap scum
- Clean bath of all mould and soap scum
- Toilets must be cleaned of all stains and wiped down with disinfectant
- Clean and wipe down sink and laundry trough, soap dishes and plugs
- Remove all cleaning/toiletry products from cupboards and laundry, clean shelves
- Clean exhaust fans in ALL rooms (may need a step ladder)
- Clean return air duct of heating system and vents free of dust/grime
- Remove oil from garage/carport floor (may need a degreaser)
- Remove all pegs from clothes line or fallen pegs from ground
- Remove all rubbish from all gardens including ALL Cigarette butts
- Front & Rear yards must be neat and in a maintained condition-remove all weeds and garden clippings from the property or employ a gardener. Ensure grass is mowed
- Ensure the rubbish bins are emptied. If placed on the nature strip, it is your responsibility to return them back to your property prior the following day of rubbish collection
- Ensure redirection of your mail from vacation date (forms available at post office) and that final readings are organized (and disconnection) for electricity, gas, water and phone. Please leave electricity connected for final inspection
- Failure to clean the property satisfactory **WILL** result in having to do a re-clean, insufficient time to re-clean prior to new tenants moving into the property will result in professional cleaners attending to the work **AT YOUR EXPENSE**
- If the property is left in the same condition (clean and undamaged) as when you started your lease, the bond process will be carried out promptly.

**Rent is payable up until all keys & remote control units (incl. Alarm codes) are returned to our office**

**To avoid unnecessary locksmith charges, please ensure ALL Keys etc. are returned to our office.**

**Thank you for your co-operation.**