

Vacating Checklist for Tenant/s

*Repairs: All damage must be made good.

1. Carpets steam cleaned (Greg premium carpets – 4057 6564)
2. Unit must be cleaned throughout and back to condition when entered. (Clean yourself or we recommend Crwaford Cleaning 0402 487833 or Deborah Cleans on 0414 493210) or Kathy's Cleans on 0422 094 400
3. Storage cage in basement must be cleaned and left unlocked
4. All Keys and remote/s handed back
5. Water charge paid
6. Electricity cancelled
7. Rent paid up to and including vacate day (see end for lease break terms)
8. Batteries in remotes working and, all globes working
9. Oil marks removed from car space
10. Change your address for any future mail

Please note, bonds can not be refunded until the above checklist and exit condition inspection have been satisfied by Management

Tips for cleaning (if not using a professional cleaner)

GENERALLY

- Clean all windows and tracks, doors, sliding doors and tracks, fly and security screens, Mop all floors, removing marks and wash all skirting boards,
- Clean light fittings, wiping out dead bugs, remove all cobwebs, light globes to be left in working order,
- Wash walls with particular attention to areas around light switches and handles, remove any marks or stains
- All curtains and blinds are to be washed or dry cleaned as per tag instructions,
- Cobwebs to be removed from interior and exterior of premises,
- Air-conditioners – Filters to be removed and cleaned.

KITCHEN

- Inside and outside all cupboards and doors (especially pots and pans cupboard),
- Cook Top, Oven, Stove, griller, drip trays and oven to be left free of grease (We recommend Mr Muscle or Selleys Oven Clean),
- Inside, outside and behind the refrigerator and dishwasher (if applicable),
- Sink (stainless steel sinks to be shiny – use cream cleanser) and especially drains,
- Rangehood and filter to be free of dust and grease (filters must be removed and cleaned).

BATHROOMS

- Floor, mirrors and windows, inside built-in cupboards (wipe off scuff marks),
- Toilet, vanity, bath, shower recess (tiles and screen scum build up to be removed),
- Shower glass and frame to be clean, any mould to be removed

LAUNDRY

- Inside, outside and behind washing machine, rinse out filter,
- Inside, outside and behind drier, remove lint,
- Clean laundry tub (including inside bottom cupboard of tub).

VERANDAH/PATIO

- Sweep and mop floor, clean railings and any perspex glass,
- Remove any cobwebs etc.

CAR/SPACE GARAGE

- Degrease all driveways, carport and all concrete areas to be free from
- oil and grease, must also be swept out.

ANIMALS

- If there has been an animal at the property, the premises must be
- professionally fumigated and a receipt presented with the keys upon
- vacating,
- All damage caused from animals must be repaired in full.

CARPET CLEANING

- All carpets must be cleaned professionally and a receipt produced upon vacating. It is not acceptable to use home carpet cleaning equipment or Bunnings/Woolworths hire machines
- If a professional receipt is not produced then it will be arranged by our office and deducted from the bond.

IF FURNISHED

- Make sure all items are in original rooms as per inventory and have been professionally cleaned if necessary. If we need to make replacements you will be charge \$35 per hour for our time and then the cost price of inventory items.

RENT

- Rent is to be paid up to the day of vacating and is not to be deducted from the bond. Please do not ask us to take it from the bond!!!
- This is a guide, but we do check all of the above items upon final inspection. We recommend that it is adhered to; this ensures a prompt refund of your bond. If cleaning is not completed in full to our satisfaction, a professional cleaner will be employed to bring cleaning to an acceptable standard.
- Please ensure that a forwarding address is given to our office, this also helps for a prompt refund of your bond.

LEASE BREAK TERMS (as your lease agreement terms & conditions)

- Rent has to paid up to a new tenant moves in, or your lease ends (whichever the sooner)
- 1 weeks rent + gst lease break fee payable in all lease breaks.
- Advertising fee of \$149 may apply if required.