

## Please Check All Items Prior to Vacating the Premises

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### INSIDE

- Windows to be cleaned - dust sills and skirting boards
- Fly-screens to be brushed and ledge between the screen and glass to be cleaned
- Tracks to be vacuumed and cleaned
- Exhaust fan covers removed, cleaned and replaced
- Walls to be cleaned – superficial hand marks, etc. to be removed
- Carpets to be professionally cleaned: (Receipt to be provided upon return of keys) **Please use a quality carpet cleaner and note that should you use a carpet cleaner which does not clean the carpets to a high standard we will have to arrange for the carpets to be cleaned again which will charges to the Tenant.** We recommend All Floors Cleaning and Restoration – 1300 859 590
- Grout to be cleaned on all tiled floors
- If you have a pet, you are required to supply a receipt for flea treatment of the interior and exterior of the property from a reputable pest control company
- Doors, door frames and light switches to be cleaned
- Floors and skirting boards to be cleaned
- Drapes/curtains/blinds/venetians to be cleaned (or dry cleaned) according to fabric
- Bath and hand basin to be cleaned, including taps and fittings
- Shower recess tiles, grouting, shower screen to be cleaned
- Cupboards and drawers to be cleaned inside and outside
- Toilet including seat set and pedestal to be cleaned
- Stove cleaned, including oven and shelves, griller and recess, hot plates and drip trays, chrome surrounds, enamel exterior cabinet and control panel, sides of oven
- Kitchen sink and laundry tub to be cleaned
- Floor waste pipe outlet grates to be cleaned
- Air vents (gas outlet vents) to be cleaned

## OUTSIDE

- Garden to be tidy and free of weeds, leaves raked and removed – no compost heaps to be left
- Lawns to be cut and edged, lawn clippings removed
- Front and back verandah (Patio's) to be swept and weed free
- Paths to be swept and weed free
- Garden shed/garage to be tidied, swept and cobwebs removed
- Driveways, carports and all concrete and paved areas to be swept and free from oil and grease stains
- All rubbish to be removed
- Cobwebs to be removed (including externally around windows, eaves, doors etc)
- Advise Phone Company and Synergy/Alinta Gas/Foxtel of change of address
- Replace any blown light globes to be replaced including fluorescent tubes
- Light fittings to be washed. Remove all insect spotting and dust
- Pool to be cleaned, treated and all equipment to be in good working order
- Lock away pool equipment in shed or house
- If furnished – all items on inventory to be accounted for
- Washing machines, clothes dryers – to be left open and lint filters to be cleaned
- Refrigerators – to be cleaned and turned off, doors to be left open
- All original and duplicate keys must be returned to the office on the day you vacate
- *\*Rent will be charged up to and including the date that the keys are returned*
- *\*Please inform us of your forwarding address and phone number*
- *\*Cancel automatic rental deductions upon vacating*
- *\*Please arrange for your mail to be redirected at the Post Office*
- *\*Ensure that you return all keys/remote controls/security passes to our office upon vacation*
- *\*Ensure that you return the "Property Information File" to our office upon vacation*

**We suggest that you refer to your Property Condition Report to ensure that the property has been left in a condition not less than stated in the Property Condition Report.**

**Should the property not be returned to its condition as reported on the Property Condition Report at the time of vacate the tenant will not be given the option to re-attend.**

## CHECKLIST FOR OUTGOING TENANTS