

VACATING CHECKLIST

May we suggest that you use the following check list to ensure that these items are not missed.

Please note: It is expected that the property will be returned in the same condition less normal wear and tear as per the original Property Condition Report. Failure to comply may result in daily rent being charged until the home is returned in satisfactory condition. It is the tenant's responsibility if they require, to arrange necessary quotations for required repairs/cleaning.

Kitchen

- Exhaust fan/ range hood covers removed and cleaned
- All bench tops to be cleaned
- Stove cleaned including oven and shelves, griller and recess, hot plates, range hood's and drip trays, chrome surrounds and enamel exterior cabinet and control panels. **Do not use scourers.**
- Cupboards, pantry and drawers to be cleaned inside and out
- Sink and draining boards to be cleaned

Bathroom

- Exhaust fan covers removed and cleaned
- Cupboards and drawers to be cleaned inside and out including the doors
- Bath and basin to be cleaned including the removal of any residual hair from plug holes
- Shower recess tiles, grouting, shower screen to be cleaned including the removal of any residual hair from plug holes
- All bench tops to be cleaned
- Toilet including seat set and pedestal to be cleaned

Laundry

- Laundry trough to be cleaned
- All bench tops to be cleaned
- Cupboards to be cleaned inside and out including the doors

General Items

- Windows, tracks and sill to be cleaned
- Doors including handles and frames
- Light fittings to be washed. Removed all insect spotting and replace globes where necessary
- Drapes/ curtains/ blinds to be washed or dry cleaned according to the fabric
- Verticals / venetians to be wiped over thoroughly
- Screens to be brushed and ledge between screen/glass cleaned
- Walls to be cleaned including skirtings – superficial hand marks etc... removed
- Carpets to be professional cleaned by a carpet cleaner accredited by the A.C.C.I. and **the receipt to be handed in when returning the keys**
- Floors to be cleaned
- Doors, power points, fans and light switches to be cleaned
- Floor waste pipe outlet grates to be cleaned



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Furnished properties

- All items on inventory accounted for
- Washing machine/clothes dryer doors to be left open and lint filter cleaned
- Refrigerator to be cleaned and turned off and doors to be left open

External of property

- Garden to be tidy and free of weeds
- Lawns to be cut and edged
- Hoses, sprinklers and reticulation checked and repaired/replaced if required
- Front and back verandah to be swept
- Cobwebs removed from eaves and internal walls/cornice
- Paths to be swept and weeds removed
- Garden shed/garage to be tidied, swept and cobwebs removed
- All rubbish to be removed, rubbish bin to be emptied, washed and returned to allocated space
- Driveways, carports and all concrete areas to be free from oil and grease stains.
- Pool to be cleaned and all equipment in working order

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

If you wish for a cleaner to attend to the above matters on your behalf please contact

- Sallen Associates 0417 248 399
- JD Soto Home & Services 0413727911

For carpet cleaning please contact

- All Floors Cleaning and Restoration 1300 85 95 90
- Cottesloe Carpet Cleaning 9383 4931
- JD Soto Home & Services 0413727911

Alinta Gas, Synergy & Your telephone provider

Advise the above companies of your expected date of termination so that if applicable final readings can be taken from that date.

Keys

Please ensure that all keys including duplicates to the property are returned to the office on the day you vacate. *Rent will be charged up to and including the day you vacate and all keys are returned.*

Rent

Cancel your automatic rental deduction upon vacating.

Forwarding Address

Please advise our office of your forwarding address and telephone number.

Bonds

It is important that rent money owing is actually paid and not asked to be taken out of the Bond (*this is an offence under the Act section 52 with a \$1000.00 fine*).

Mail

Arrange for your mail to be redirected at through Australia Post, as Airey & Associates Claremont will not forward you mail, it will be returned to the sender.