

## Vacating Tenant Checklist

To assist you with the process of vacating your home we have created the following checklist as a guide. The property must be returned in the same condition as it was received at the commencement of the tenancy albeit fair wear and tear. Having the property ready to inspect will assist a speedy return of your bond.

Please make sure of the following upon vacating:

- We have a forwarding address & phone number
- All rent is paid to vacating date
- All keys are returned
- Disconnection of any electricity , phone, Gas etc has been arranged
- Any mail has been redirected

Area	Notation	COMPLETED
Floor coverings	<ul style="list-style-type: none"> <li>• All floors must be clean and stains removed.</li> <li>• Tiles and timber floors mopped</li> </ul>	
Windows	<ul style="list-style-type: none"> <li>• Cleaned inside and where able outside</li> <li>• Window / sliding door sills cleaned</li> </ul>	
Window coverings	<ul style="list-style-type: none"> <li>• Venetian blinds cleaned</li> <li>• Curtains cleaned (do not wash without prior approval)</li> </ul>	
Walls	<ul style="list-style-type: none"> <li>• Cleaned &amp; all marks removed from walls &amp; skirting boards throughout.</li> </ul>	
Bathroom	<ul style="list-style-type: none"> <li>• All tiles cleaned, grouting and ceiling mould free</li> <li>• Toilets washed inside, outside &amp; behind</li> <li>• Bathroom vanity free of all soap scum</li> <li>• Exhaust fan clean</li> <li>• Floors mopped thoroughly</li> </ul>	
Kitchen	<ul style="list-style-type: none"> <li>• All cupboards washed inside and out</li> <li>• Oven, stove and cook top free from grime (including oven trays and racks)</li> <li>• Exhaust fans cleaned and free from residue</li> </ul>	
Bedrooms	<ul style="list-style-type: none"> <li>• Built in wardrobes free from dirt and doors / mirrors cleaned</li> </ul>	
Laundry	<ul style="list-style-type: none"> <li>• Laundry tub cleaned</li> <li>• Floors mopped</li> </ul>	
General	<ul style="list-style-type: none"> <li>• External areas returned to same condition, including gardens, pools, garage</li> <li>• All light fittings in working order, cleaned and free from dust</li> <li>• All rubbish to be removed; Otto bin emptied washed out and left in a clean condition.</li> <li>• Hose or brush down exterior of house (removing dust &amp; cobwebs.)</li> </ul>	
Keys	<ul style="list-style-type: none"> <li>• Keys for all locks returned</li> </ul>	