



VACATING THE PREMISES: HANDY CHECKLIST

We have prepared this guide to assist you in getting your rental premises ready for the 'Final Exit Condition Report' inspection.

Your 'Entry Condition Report' is the primary document used to compare the condition of the premises when you leave to that when you entered the property (if this report was not returned to us at the beginning of the tenancy, then our original condition report will be used.)

Failure to clean the premises properly can result in costs incurred to you and deductions from your bond. Please read through this checklist property and use it to ensure the premises is ready for the final inspection.

CLEANING INSIDE THE PREMISES

ENTRANCE / LIVING AREAS / BEDROOMS

WALLS – remove scuff marks, dust, handprints etc

CEILINGS – remove any cobwebs

CEILING FANS – dust & clean blades

LIGHT FITTINGS – dust and also clean inside (remove dead bugs etc)

DOORWAYS & DOORS – remove any dirty marks, handprints

SKIRTINGS – dust & clean

WINDOW SILLS & WINDOW TRACKS – remove dirt, dust & dead insects

WINDOWS INC. BLINDS/ CURTAINS – clean inside & out

FLYSCREENS – brushed for dust & cobwebs

SCREEN DOORS – front & back – frames wiped and brushed of dust

KITCHEN

OVEN / STOVETOP – thoroughly clean oven top, control display, panels around knobs, any pull out/in built in drips trays, griller racks, trays & base, oven walls, roof and door.

RANGEHOOD – clean outside, top and filters

TILING – clean all tiling, splashbacks etc

CUPBOARDS / DRAWS – clean inside and out including doors and handles

DISHWASHER/ SINK – thoroughly clean dishwasher & wipe sinks & tap wear

BATHROOM / ENSUITE / LAUNDRY

CUPBOARDS / VANITY - clean inside and out including doors and handles

BATH / SHOWER/ SCREEN - thoroughly clean including remove water/ soap scum from walls & tiling

MIRROR – clean to remove any marks

FLOOR / TILING – mop & clean to remove any marks, dust & dirt

TOILETS – clean cistern, seat, around & behind base

WINDOWS INC. BLINDS/ CURTAINS - clean inside & out

EXHAUST FANS – clean vents, fans & covers



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CLEANING OUTSIDE THE PREMISES

- LAWNS – mown, whipper snipped & edged – left neatly
- GARDENS – remove all weeds & accumulated leaves etc
- SWEEP – paths & paving – remove any weeds on paths
- RUBBISH – remove any rubbish that you have placed at the property. This includes lawn clippings & compost left.
- PARKING / GARAGE – sweep & clean garage / carport floors. Remove any spillage that may have occurred.

CLEANING UP AFTER YOUR PET

- REMOVE all faeces. Do not bury at the property
- STAINS – remove any pet stains to outside walls – check where your pet regularly lies down
- CHEW DAMAGE – please check / repair any damage caused by your pet digging, chewing or scratching
- ODOURS – have property professionally deodorised if any smells lingering
- CARPETS – have all carpets professionally clean & flea treated

OTHER THINGS TO REMEMBER

- MAIL** - arrange with the local post office to have your mail re-directed. If we are not supplied with a forwarding address all mail will be marked " return to sender".
- UTILITIES** – Arrange for disconnection of electricity, gas etc phone services. PLEASE NOTE: we require electricity to be on at time of inspection so please arrange disconnection after inspection has been completed.
- CALL AGENCY** – one week prior to vacating to book in time for final inspections if you wish to be present (please note your attendance is optional and you will be given opportunity to remedy any issues after the inspection)
- RENT PAYMENTS, BOND FORM** – Ensure you have paid all rent up to your vacating date and arrange a suitable time to return keys and sign bond refund form

Please do not hesitate to contact the agency if you have any queries or would like information regarding suitable tradespersons, cleaners etc.