

Tenants Vacating Checklist – All areas must be completed.

PROPERTY ADDRESS _____

Tenant 1: _____ Mobile: _____

Tenant 2: _____ Mobile: _____

Tenant 3: _____ Mobile: _____

Forwarding address: _____

Form 13 given to agent: _____ Vacate Date: _____

Keys being returned to agent on : _____

Receipts being supplied to agent : Carpets – Y/N, Furniture – Y/N,

Drapes – Y/N, Flea and Tick Control (If have pets) – Y/N, Pool – Y/N

BOND Refund Bank Details:

Name: _____ BSB: _____ Acc: _____

Name: _____ BSB: _____ Acc: _____

Name: _____ BSB: _____ Acc: _____

PREFERRED TRADESPEOPLE: - We cannot insist you use any trade or company but we do recognize the following as professionals of high standards.

CLEANING

- Petra Fowler - 0403 211 544
- Classic Kleaning – 0437 218 667
- AAA Triarda Cleaning Services - 0402 208 668

CARPET, FURNITURE & BLIND CLEANING

- Big Red – 47 890 377 (do pest control as well)
- Amazing clean – 47 725 700

PEST CONTROL

- Environ – 47281610
- Big Red – 47 890 377

GARDENER

- DJB Services - 0432 321 173
- Bernies Mowing – 0414 013 137

Generally

- Clean all windows, doors, sliding doors, window tracks, fly screens and security screens.
- Vacuum all sliding door tracks & wipe with cloth
- Sweep and mop all floors, removing marks
- Clean light fittings, remove all cobwebs, remove light covers and wash out & refit
- Clean all ceiling fans
- Clean walls and all light switches
- Wipe down and remove all dust from skirting boards, picture frames, window sills
- Wash or dry clean curtains or blinds

Kitchen

- Inside and outside all cupboards and doors (especially pot cupboard and pantry – yes those black marks will come off)
- Inside, outside and around stove
- Inside, outside and behind refrigerator and dishwasher
- Sinks – especially plug holes
- Range hood & filter (filters can be removed for easy cleaning)
- Sweep & mop floors

Bathroom

- All floors, mirrors, windows & window tracks & sills
- Inside & outside of vanity
- Toilet, bath, shower, recess (tiles and screen do get a soap build up on them this is to be removed), glass screens & sink (especially plug hole)
- Clean inside linen cupboard
- Shower curtain to be washed or bleached or replaced if applicable
- Sweep & mop floors

Bedrooms

- Skirting boards & walls
- Air-conditioner filters
- Built-in cupboards – inside & outside and clean glass
- Windows & screens
- Vacuum floor

Laundry

- Inside, outside and behind washing machine, rinse out filter (if applicable)
- Inside, outside and behind dryer, remove lint filter and clean
- Clean laundry tub inside & outside and around
- Windows & screens
- Sweep & mop floors

Verandah/Patio/Balcony

- Sweep & mop floors
- Clean railing
- Clean light & fan
- Remove all cobwebs and nests

Garage/Carport

- Sweep & hose out
- Remove all rubbish
- Remove cobwebs & nests
- Clean off oil residue from concrete
- Hose off garage doors
- Close doors when finished
- Clean light fittings & switches

Yard & external

- Lawns, edges, weeding and good tidy up of yard is required
- All garden & personal rubbish to be removed from premises
- Garden shed to be emptied and hosed out
- Garbage bins to be empty and disinfected

IF PROPERTY IS FURNISHED:

- Make sure all items are in original rooms per inventory and all have been cleaned. Mattress & fabric chairs are to be cleaned the same standard as they were when you moved in, fair wear and tear accepted.

Carpets to be cleaned to the same standard/condition they were in at the start of the tenancy, fair wear and tear excepted.

Pest Control must be carried out if pets where kept on the premises – this is to be done internally & externally to the same standard as when you moved in to the property.

Keys & remotes to be returned on vacate date or rent will be charged until all returned, replaced or locks changed at tenants expense.