



mpmsTM
my PROPERTY MANAGEMENT & SALES
AUSTRALIA

Tenant Vacating

Checklist

To avoid cleaning charges and unnecessary deductions from your bond, we have put together 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, taking into consideration fair wear and tear. Having the property ready to inspect will assist in a speedy return of your bond.

- Make sure your **rent is paid** to your vacating date.
- Provide the office with your **forwarding address, contact numbers and bank details for bond refund**.
- Return **all keys by 4pm on your vacate date with your completed Exit Condition Report**
- Arrange for your **mail to be directed**.
- **Disconnect the electricity / gas / telephone** – advise the companies of your lease end date and arrange for final readings.

Area	Recommendations	Completed
Kitchen	<ul style="list-style-type: none">▪ Cupboards to be washed inside and out.▪ Bench tops to be washed and clean.▪ Drawers to be washed and clean.▪ Oven [including oven trays/racks and door], griller tray and cook top to be cleaned and free from grime.▪ Exhaust fan/range hood [including filter] to be cleaned and free from oil build up.▪ Sink and taps to be washed and clean.▪ Dishwasher [if applicable] must be cleaned inside and out.▪ Refrigerator/freezer [if applicable] must be defrosted, cleaned inside and out and left with the door ajar.	
Bathroom/s	<ul style="list-style-type: none">▪ Tiles cleaned, grouting and ceiling free of mould.▪ Vanity basins, taps, shower screens and bath free of all soap scum.▪ Exhaust fan cleaned and free from residue.▪ Toilet to be cleaned thoroughly and disinfected inside, outside and behind.▪ Drawers/cupboards to be washed and clean.▪ Mirrors to be washed and clean.	
Laundry	<ul style="list-style-type: none">▪ Laundry tub cleaned.▪ Washing machine and dryer [if applicable] to be cleaned inside and out.▪ Cupboards to be cleaned inside and out.	
Bedrooms	<ul style="list-style-type: none">▪ Built in wardrobes – tracks to be cleaned.▪ Mirrors cleaned.	
All floor coverings	<ul style="list-style-type: none">▪ Carpets are to be professionally cleaned and receipt provided. If pets had been approved inside the property, the carpets are to be deodorized as well.▪ Tiles and timber floors swept and mopped.▪ Kickboards to be washed to remove scuff marks.	
Windows	<ul style="list-style-type: none">▪ Cleaned inside and where able outside.▪ Window sills and tracks cleaned.	
Window coverings	<ul style="list-style-type: none">▪ Venetian blinds cleaned.▪ Curtains cleaned [do not wash without prior approval].▪ Insect screens are to be washed to remove dust and dirt.	
Pool	<ul style="list-style-type: none">▪ Please make sure you provided a copy of your last service report on the pool – not more than 5 days before vacate date	
Walls and skirting	<ul style="list-style-type: none">▪ Cleaned and all marks removed throughout.	

General	<ul style="list-style-type: none"> ▪ All light fittings in working order, clean and free from dust and insects. ▪ Power points and light switches are to be wiped over to remove finger prints/dust/grime. ▪ Ceiling fans to be free from dust. ▪ Remove cobwebs from inside and outside of property. ▪ All rubbish/belongings must be removed from the property. ▪ If pets have been kept on the premises, the property must be treated for fleas. ▪ External areas returned to same condition as commencement of tenancy, including gardens, pools, and garage. ▪ Garage floor area to be swept. ▪ Inventory must be in accordance with lease [if applicable]. 	
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Recommended Tradespeople

General Cleaning		
	<ul style="list-style-type: none"> ▪ Ray's Top Jobs ▪ Sunni Coast Cleaning 	<ul style="list-style-type: none"> ▪ 0411 580 702 ▪ 0409 461 272
Lawns/Gardens		
	<ul style="list-style-type: none"> ▪ Dakins Luscious Lawns & Gardens ▪ Silver Leaf Solutions 	<ul style="list-style-type: none"> ▪ 0437 434 800 ▪ 0429 855 139
Carpet Clean		
	<ul style="list-style-type: none"> ▪ Dry Teck Carpet Cleaning ▪ Anderson's Carpet Cleaning 	<ul style="list-style-type: none"> ▪ 0414 379 710 ▪ 0419 737 997
Pest Control		
	<ul style="list-style-type: none"> ▪ Hinterland Pest Control ▪ 	<ul style="list-style-type: none"> ▪ 5494 9336 / 0404 479 187 ▪

*Refer to Apex Maleny Business Directory for more choices.

PLEASE NOTE THE FOLLOWING:

- 📌 To speed up the vacate process and bond refund, please make sure you have completed all of your contractual obligations as per your General Tenancy Agreement.
- 📌 MPM may allow 24 hours for all items that require attention after the final inspection has been carried out. Any further time required may incur a daily rate of compensation on behalf of the lessor.

REQUIRED DOCUMENTS:

- 📌 Exit Condition Report
- 📌 Receipts applicable to vacating the property (e.g. Carpet cleaning, bond cleaning, flea/pest)
- 📌 All allocated Keys (including any extras cut during the tenancy)
- 📌 Gas Bottle Filling Receipt (if applicable)
- 📌 Pool Service Report – not more than 5 days old (if applicable)
- 📌 Bank details for the bond refund
- 📌 Forwarding Address and any updated contact details