

TENANT VACATING CHECKLIST
A guide to assist in returning your bond



Following are a number of items we will be checking to ensure your premises meet our standards when approving your bond return.

Please re-check your ENTRY CONDITION REPORT, and after you have completed all cleaning and/or repairs you will be asked to complete an EXIT CONDITION REPORT which MUST be returned with your keys and remotes.

If any items are not completed to our satisfaction, a professional may be employed to rectify the faults and any fee charged to you, or deducted from your bond. This could delay the refund of any bond monies owing to you. We can recommend trades people and cleaners who are familiar with the standards we require.

General:

- Rent must be paid up to and including the vacating/ lease end date .
- All keys (including any newly cut keys) must be returned to the office by the vacating/lease end date .
- All personal property must be removed.
- Remember to re- direct mail and have the phone, electricity or gas finalised after all cleaning is completed.
- The property is not considered vacated until, all documentation is completed and any remedial work (if required) has been carried out. Rent may be charged until this time.

Cleaning:

Upon leaving your current home, it would be appreciated if the premises were left in a clean state. To help you with your cleaning, I have listed a few points that will require your attention:

Kitchen:

- All bench tops, cupboards, doors and shelves to be cleaned.
- Oven, grill and hot plates to be clean and free of grease, built up grime and stains.
- All oven racks and grill trays to be clean, and to remain at the property.
- Sink, drainage hole and base of taps to be scrubbed clean. Plugs to remain at the property.

Bathroom & Laundry:

- Shower screen (curtain or glass) to be clean and free of streaks and soap scum.
- Shower/bath to be free of grime, soap dishes and drainage holes to be clean. Plugs to remain at the property.
- Mirrors, vanity and toilet to be clean.
- All tiled surfaces to be lint and dirt free.
- All mildew to be cleaned off with bleach or similar product.
- Exhaust fans cleared of dust.



Generally throughout property:

- ☒ Windows to be cleaned inside and out.
- ☒ Walls, light fittings, skirting boards, doorframes and windowsills to be cleaned. Cob webs to be removed from walls & ceiling.
- ☒ Inside cupboards and drawers to be cleaned.
- ☒ Bath & shower screens etc to be cleaned & free of soap scum etc.
- ☒ Carpets to be free of stained and damage, and professionally shampooed.
- ☒ Tiled/other floor coverings to be clean and free of grime, lint and stains.
- ☒ All garbage to be removed, and whiz bin left empty and clean/
- ☒ Lawns mowed, edges trimmed, and gardens fully weeded and, All compost/lawn clipping heaps to be removed.
- ☒ Exterior of house, screen doors & fly screens to be hosed free of dirt and cobwebs.
- ☒ Garbage and driveway to be free of oil stains.
- ☒ All belongings to be removed from garage and under house,
- ☒ Repair holes in screen doors and window screens.,
- ☒ Replace broken chains on verticals.
- ☒ Repair any items that you know need your attention, prior to our inspection,
- ☒ All bed linen and towels to be washed and dried.
- ☒ Inspect all cupboards and rooms prior to vacating premises to ensure that all of your belongings have been removed.

This list is a general overview and some items may not apply to you. If you ensure the property is cleaned from top to bottom you will not need to make a return visit.

If you have any questions please contact our office on 1300 986 388