

## VACATING CHECKLIST

TO HELP ENSURE A **FULL REFUND** OF YOUR BOND, IT IS RECOMMENDED THAT YOU  
PAY CLOSE ATTENTION TO THE LIST OF ITEMS BELOW

(PLEASE ALSO REFER TO YOUR ENTRY CONDITION REPORT)

- ◊ Thoroughly clean oven inside and out – hotplates (under rings), oven (including racks), griller, exterior
- ◊ Range hood glass are clean and all oil/grime is removed from the filter pads
- ◊ Stainless steel appliances need to be thoroughly cleaned – no abrasive cleaners or pads to be used
- ◊ Clean kitchen cupboards inside and out including the drawers, fronts and handles
- ◊ Clean windows and window sills – pay special attention to window tracks/frames & remove any dust/bugs
- ◊ Sweep and wash all floors – tiles/lino and wooden floors etc throughout property
- ◊ Arrange to have carpets steam cleaned, receipt to be given to your Property Manager in envelope provided
- ◊ Dust all skirting boards and wipe all doors and door jambs throughout property, including finger marks
- ◊ Remove all cobwebs throughout property
- ◊ Clean all blinds, especially over kitchen sink areas and bathrooms
- ◊ Follow care instructions for curtains and dry clean if necessary
- ◊ Dust and clean all light fittings (remove dead bugs etc), ceiling fans, picture rails
- ◊ Clean all walls and check for holes. Any holes, scrapes, dents should be patched and the entire wall painted
- ◊ Clean inside built in robes, ensure all personal items are removed
- ◊ Clean shower recess, tiles, taps and shower screens of all mould and soap scum
- ◊ Clean bath and surrounding tiles
- ◊ Toilets must be cleaned of all stains and wiped down with disinfectant – including under the seat & rear
- ◊ Clean and wipe down sink/tub & soap dishes and leave provided plugs
- ◊ Remove all cleaning/toiletry products from cupboards and laundry, clean shelves
- ◊ Clean exhaust fans in ALL rooms
- ◊ Clean air conditioning & heating ducts and system filters and ensure vents are free of dust/grime
- ◊ Remove oil from garage/carport & driveway floor (may need a degreaser)
- ◊ Remove all pegs from clothes line or fallen pegs from ground & any pet droppings from grounds
- ◊ Remove all rubbish from all gardens including ALL cigarette butts
- ◊ Front and rear yards must be neat and in a maintained condition
- ◊ Remove all weeds and garden clippings from the property & mow & edge lawns.
- ◊ Ensure that the rubbish bins are emptied.
- ◊ Ensure redirection of your mail from vacation date (forms available at post office) and that final readings are organised for electricity, gas, water and phone. Please leave electricity connected for final inspection.
- ◊ Failure to clean the property satisfactorily **WILL** result in having to do a re-clean. Insufficient time to re-clean prior to new tenants moving into the property will result in professional cleaners attending to the work **AT YOUR EXPENSE** so please take all steps possible to avoid this.

**RENT IS PAYABLE UP UNTIL ALL KEYS (even extra keys you have cut) &  
REMOTE CONTROL UNITS (INCLUDING ALARM CODES) ARE RETURNED TO OUR OFFICE.**

**THANKYOU FOR YOUR CO-OPERATION**