

Vacating Checklist

The guide to helping you get the most out of your bond refund.

Kitchen

- Cupboards to be washed inside and out.
- Bench tops to be washed and clean.
- Drawers to be washed and clean.
- Oven [including oven trays and racks], griller tray and cook top to be cleaned and free from grime.
- Exhaust fan/range hood 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 [if applicable] must be defrosted, cleaned inside and out and left with door ajar.

Bathroom

- 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 to be washed and clean.
- Mirrors to be washed and clean – your bathroom should sparkle

Laundry

- Laundry tub cleaned.
- Washing machine and dryer [if applicable] to be cleaned inside and out.
- Cupboards to be cleaned inside and out.

Bedrooms

- Built in wardrobes – tracks cleaned.
- Mirrors cleaned.
- All floor coverings
- 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

- Cleaned inside and where able outside.
- Windowsills and tracks cleaned.
- Window Coverings
- Venetian blinds cleaned.
- Curtains cleaned [do not wash without prior approval].
- Insect screens are to be washed to remove dust and dirt.

Walls and Skirting

- Sugar soap works a treat when cleaning walls of minor scuff marks. Wipe down the walls and skirting as you would any other surface, and watch the scuffs disappear!

General

- All light fittings in working order, clean and free from dust and insects.
- Check all the light globes to ensure they are in working order and replace any that have blown.
- Power points and light switches are to be wiped over to remove fingerprints/grime.
- Ceiling fans to be free from dust.
- Remove cobwebs from inside and outside of property.
- All rubbish 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.
- Garden to be weeded (where applicable)
- Driveways, carports, and all concrete areas to be free from oil and grease stains.
- Garage floor area to be swept.
- Inventory must be in accordance with lease [if applicable].
- Please ensure all user manuals, modems and appliance remote controls are returned.
- Required Documents
- Exit condition report
- Carpet cleaning receipt
- Pet fumigation receipt/if required
- Arrange for your mail to be directed.
- Arrange to disconnect the electricity / gas / telephone – advise the companies of your lease end date and arrange for final readings.

Return all keys by close of business on or before the vacate date
with your completed Exit Condition Report