

Vacating Checklist

Ray White Mountain Creek Cleaning Guide for Tenants

This guide is to assist you in making your moving and vacating process as stress free as possible. The property must be returned in the same condition as it was found as per the RTA Form 1a Entry Condition Report. All keys are to be returned upon the day of handover. Tenants must provide forwarding address and also complete the Exit Condition Report.

General Requirements	
<input type="checkbox"/>	Curtains, venetians and blinds to be cleaned, washed or dry cleaned according to fabric and as required
<input type="checkbox"/>	Insect screens to be removed carefully and hosed and brushed
<input type="checkbox"/>	Windows, window sills and tracks to be vacuumed and cleaned
<input type="checkbox"/>	Doors, door frames and tracks to be left clean and undamaged
<input type="checkbox"/>	Marks to be removed from walls with sugar soap or similar product
<input type="checkbox"/>	Cobwebs to be removed from ceiling cornices and walls
<input type="checkbox"/>	All light fittings to be cleaned and free from insects
<input type="checkbox"/>	All floors and skirting boards to be washed
<input type="checkbox"/>	All ceiling fans throughout to be free from dust (if applicable)
<input type="checkbox"/>	Clean all mirrors throughout including wardrobe door mirrors (if applicable)
<input type="checkbox"/>	All exhaust fans throughout the property to be cleaned
<input type="checkbox"/>	Air vents to be dusted
<input type="checkbox"/>	All vertical blind strings to be attached and secure
<input type="checkbox"/>	All items on inventory to be accounted for (if applicable)
<input type="checkbox"/>	Air conditioners and filters to be cleaned (if applicable)

Kitchen	
<input type="checkbox"/>	The oven and grill cleaned. Drip trays to be cleaned of all grease
<input type="checkbox"/>	Range hood cleaned including the filters (where applicable)
<input type="checkbox"/>	All cupboards cleaned inside and out (don't forget the tops of the cupboards)
<input type="checkbox"/>	Sink taps and disposal unit (if applicable) cleaned and polished
<input type="checkbox"/>	Walls and tiled areas to be free from grease
<input type="checkbox"/>	All benches and floors to be cleaned and free from dirt and grease (don't forget the corners)
<input type="checkbox"/>	Dishwasher left clean. Wipe over internal door, remove debris from the bottom drainer (if applicable)
<input type="checkbox"/>	Refrigerator to be defrosted and all surfaces to be cleaned, including shelves and crisper drawers, switch appliance off at the wall and leave door open (if applicable)

Bathrooms & ensuites	
<input type="checkbox"/>	Shower recess to be scrubbed
<input type="checkbox"/>	Grouting to be free of all soap residue and mildew
<input type="checkbox"/>	Shower curtain (if applicable) to be washed and shower screen to be cleaned
<input type="checkbox"/>	All plugholes are to be clean and free from debris
<input type="checkbox"/>	Mirrors to be wiped over
<input type="checkbox"/>	All drawers and cupboards to be cleaned
<input type="checkbox"/>	Toilet to be cleaned thoroughly, including bowl, lid, seat, cistern, and behind the toilet

Laundry	
<input type="checkbox"/>	Washing machine and clothes dryer filter to be cleaned out
<input type="checkbox"/>	Clean under laundry tub and clean plughole
<input type="checkbox"/>	Cupboards to be cleaned thoroughly inside and out

Outside	
<input type="checkbox"/>	Lawns to be mowed and edges trimmed
<input type="checkbox"/>	Flower beds and pebble areas to be weeded
<input type="checkbox"/>	No rubbish to be left in the gardens or around the property
<input type="checkbox"/>	All garbage bins to be emptied and washed cleaned
<input type="checkbox"/>	Driveways, carports, garages and any concrete areas to be free from oil and grease stains
<input type="checkbox"/>	Garage floor area to be swept and cobwebs removed
<input type="checkbox"/>	Cobwebs to be removed from outside eaves, awning and ceilings
<input type="checkbox"/>	Pool (if applicable) to be clean and all equipment accounted for

Important Reminders	
<input type="checkbox"/>	Contact your energy supplier for a final reading of electricity supply
<input type="checkbox"/>	Disconnect the telephone line and internet
<input type="checkbox"/>	Disconnect cable TV and broadband connections
<input type="checkbox"/>	Redirect your mailing address – forms are available at Australia Post

Carpets

All carpets must be professionally cleaned and receipt presented to the Property Manager upon vacating. We recommend:

- **Graham Woods Carpet Cleaning - 0419 708 849**

Pest Control

If pets have been kept on the property (including birds) then you **MUST** have the property professionally sprayed for fleas, and/or vermin externally and internally. Receipt must be presented to the Property Manager upon vacating. We recommend:

- **Accurate Pest Management - 1300 787 415**

Condition premises must be left in

At the end of the tenancy, the Tenant must leave the premises, as far as possible, in the same condition they were in at the start of the tenancy, fair wear and tear excepted.

For bond cleaning, we recommend:

- **Spic N Span Cleaners - Laura 0417683173**

Examples of what may be fair wear and tear:

- Wear that happens during normal use
- Changes that happen with ageing

Areas that are not considered Fair Wear and tear:

- Marks / Damage to the carpets
- Marks / Damage to walls including inside robes
- Marks / Damage to drapes
- Dead insects in light fittings
- Dusty / Dirty window tracks, door tracks and robe tracks
- Chipped tiles

Damage that occurs due to the Tenant's neglect must be rectified at the Tenant's cost.

Keys

At the end of the tenancy, the Tenant must return all keys for the premises. This includes keys provided at the start of the tenancy and those extras cut by the Tenant during the tenancy.

Exit Condition Report

Upon vacating the Tenant must prepare and sign an Exit Condition Report for the premises and give 1 copy of the report to the Property Manager.

Rent & Keys

Rent **MUST** be paid up to and including the day the keys are returned to the office.