

## VACATING CHECKLIST and FINAL INSPECTION GUIDE

The following information has been prepared to assist you when vacating the property that you have been renting.

It is your responsibility as the outgoing tenant to ensure the property is returned to the owner in the same condition as it was handed over to you at the commencement of your lease. If there are aspects where you are uncertain, please refer to the “Ingoing Condition Report” and “New Tenant Checklist” issued to you at the commencement of your lease.

At the final inspection, we will compare the current condition of the property with the “Ingoing Inspection Report” completed when your tenancy commenced. You will be responsible for any necessary cleaning or repairs required to return the property to the condition as noted in the “Ingoing Inspection Report”, taking into account fair wear and tear.

We request that the following items are attended to in order that no delay occurs in the processing of your bond and out of respect for the incoming tenant who may be moving in immediately after you vacate. You are deemed to still be in occupancy of the property and as such rent will continue to be charged at a daily rate until such time as a Vacating Inspection can be completed during normal business hours.

### VACATING CHECKLIST

- Advise our office of your new forwarding address and phone number.
- Pay your rent until the vacating date by Direct Debit or cash.
- Return all keys including letterbox keys – especially if you have changed any locks.
- Arrange disconnection/connection of your telephone, Foxtel and electricity.
- Re-direct mail to your new address. Refer to <https://auspost.com.au/receiving/manage-your-mail/redirect-holdmail/redirect-mail>.

## FINAL INSPECTION GUIDE

Subject to the condition of the property at the commencement of your tenancy you should ensure that:

- The property is left in a very clean and tidy condition throughout with any stains removed from the carpets. If your lease indicates the carpets were steam cleaned prior to the commencement of your lease, it will be necessary for you to ensure the carpets are left in the same condition prior to vacating. A receipt should be obtained for verification.
- Walls, doors, ceilings, skirting, picture rails and light switches/ fittings are free of any marks.
- Stove, griller, oven, elements, racks, griller, exhaust fan, range hood, vents & filters, kitchen surfaces, cupboards, drawers, handles and dishwasher including filters are spotless.
- Windows, sills are clean, tracks, flyscreens, inside and outside where possible, as well as mirrors.
- Any furniture, curtains or other items included with the property are in their original positions.
- Venetian blinds are clean and curtains washed. All vertical blinds strings are attached, untangled and secure.
- All garbage, bottles and rubbish are removed from the premises.
- Cockroaches/fleas, if present, need to be professionally treated.
- The garage and/or storeroom are cleaned out and free of cobwebs, and grease marks are removed from car space/garage.
- Bathrooms and laundry are thoroughly cleaned, with all mould and soap scum removed from tiles and grouting (including exhaust fans). Ceiling mould must be removed. Toilets are to be cleaned inside and out, and the bathroom floors must be mopped. Ensure laundry tub, cabinets inside & out, floors. If dryer and/or washing machine have been provided, please clean inside, outside & behind appliances including filters & dispensers.
- Lawns and edges are trimmed and gardens weeded (this applies to townhouses/houses).
- Balconies/Patios/Decks are to be swept and cleaned including railings.