

Top tips for moving out

The following list is a guide for a list of cleaning requirements prior to you vacating your property. **It is important that the property is left clean and tidy to ensure you retain your full bond amount.**

What to do

- Clean the property thoroughly or get a professional company to perform this for you. (There are contact numbers for preferred professional cleaners / gardeners and handymen who will be able to assist you at the end of this document).

When cleaning check against the following list:

- Kitchen
 - Clean inside/outside out all cupboards
 - Wash all countertops and surface areas
 - Clean inside and outside of oven, microwave, dishwasher, fridge, defrost freezer (if supplied)
 - Clean cooktop, grill and rangehood
 - Clean sink and taps, including descaling
 - Clean windows, window sills/tracks, window and door frames and fly screens
 - Sweep/vacuum and wash floors
- Bathroom
 - Clean sink, toilet and bath including taps
 - Clean tiles
 - Remove any mould from walls/tiles and ceiling
 - Wash shower curtain/clean shower doors or enclosure
 - Clean all surface areas, shower rails and mirrors
 - Sweep and wash all floors
- Other rooms
 - Dust and wash all surfaces
 - Dust and wash door and window frames and window sills/tracks
 - Clean mirrors
 - Dust fans
 - Wipe outside of air conditioning units, clean filters
 - Clean out any cupboards or wardrobes
 - Dust and clean skirting boards
 - Vacuum and wash floors

- Outdoor areas
 - Mow grass, weed and trim edges
 - Clean out any leaves or debris in the pool (check for any special conditions in the tenancy agreement)
 - Sweep external areas
 - Empty and wash out bins
 - Remove any oil stains on driveway or in garage
 - Remove cobwebs
- General
 - Remove all rubbish from property
 - Get carpets cleaned and pest control conducted if specified in the tenancy agreement
 - Make sure that window tracks are clean of debris
 - Clean Windows
 - Make sure all possessions are removed from sheds, garages and other storage areas (such as under the house)
- Fill out the Exit Condition Report after you move out any furniture or other possessions
- Approach it systematically - go from room to room and fill in each section of the report
- Use extra pages if necessary
- The original Entry condition report is used to compare against the exit report. Your property manager will be able to supply you with a copy if you do not have it
- If you do use a professional cleaner, check the property after the work is done before you return the keys
- The tenant/resident should provide their forwarding address to the agent. Include the forwarding address on the Refund of Rental Bond Form.

Remember to get final meter billing organised for all utilities (including Barwon Water) and have accounts forwarded to your new address.

Organise mail re-direction as soon as you intend to Vacate as this can take time to implement.

Organise all change of address forms for Licences, Banks, City-link, Insurance, Registrations, Centrelink, Schools, Doctors, Vets, etc

Please ensure rubbish bins have been emptied and returned to the property.