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SALES | RENTALS | STRATA

Vacating Tenant Checklist

We have prepared this handy checklist to assist you in getting your rental premises ready for a final inspection.

Your Ingoing Inspection Report is the primary document used to compare the condition of the premises when you leave to that when you entered the property. Please note, if this was not returned to us within 7 days at the beginning of your tenancy, then our original condition report will be used.

This list gives a guide to how to present the property for the Final Inspection. Please note that failure to clean the premises properly can result in costs incurred to you and deductions from your bond. Therefore, it is important that you read the following carefully and use it to have the premises ready for the final inspection.

Inside

ш	Walls – remove scuff marks and finger prints
	Ceilings and Cornices – remove any cobwebs
	Ceiling Fans – dust and clean blades
	Light Fittings – dust and also clean inside (dead bugs, etc.). Replace with new globes if necessary.
	Doorways and Doors – remove any dirty marks
	Skirtings – dusted and cleaned
	Light switches and Power Points – to be clean and free of dust and dirty marks
	Window Sills and Window Tracks – remove dirt and dead insects
	Windows – clean inside and out
	Flyscreens – brushed for dust and cobwebs
	Screen Doors – front and back – frames wiped and brushed of dust
	Oven – thoroughly clean oven top, control display, panels around knobs, any pull out/in built in drip trays, griller racks, trays and base, oven racks, oven trays, walls and oven roof
	Kitchen Rangehood – thoroughly clean outside casing and filters
	Kitchen Sink – ensure sink, draining hole and base of taps are scrubbed clean. Plugs to remain at the property
	Kitchen Cupboards and Drawers – clean and wash inside and out. Don't forget knobs, front and back of doors and frames. Please also check that you have left nothing behind
	Dishwasher – to be cleaned with a dishwasher cleaner / rinse. No food particles to be left in the filter or along the door seal. Filter to be cleaned
	Bathroom – thoroughly clean basin, mirror, cabinet, vanity unit, drawers and towel rails
	Shower – thoroughly clean shower recess including shower track, bath and wall tiles. Shower screen or curtain to be free of streaks and soap scum
	Mould – must be removed from walls, ceilings or otherwise
	Toilets – flush, clean cistern, seat, pan inside and also outside around the base, ensure no stains
	Laundry – thoroughly clean. If dryer provided wipe over outside and remove all lint from filters
	Tiling – clean all tiling to the kitchen, toilet, bathroom and laundry areas
	Exhaust fans — clean vents, fans and covers
	Air-Conditioners – clean front panel vents and filters







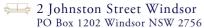












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	Curtains and Blinds – clean off dust and dirty marks and curtains (do not wash without prior approval). Curtains must be returned to original position as per the original condition report. Broken chains on vertical blinds to be replaced.	
	Wardrobes – clean tracks and ensure door rollers are working. Ensure none of your belongings have been left	
	Floors – to be cleaned – please ensure corners and hard to get areas are cleaned Carpets – to be vacuumed and professionally cleaned if they were new at the beginning of the tenancy or noted as having been professionally cleaned Furniture – if included with the property, must be returned to original position and state as per the original condition report	
Outside		
	Lawns – cut and edged Gardens – remove all weeds and accumulated leaves Sweep – paths and paving Rubbish – remove any rubbish that you have placed at the property. Be sure to check behind sheds, under shrubs and trees. This includes lawn clippings piled and compost left. Make sure that the rubbish, green and	
	recycling bins are empty Oil / Spillage Removal – ensure carport and garage floors, paths, balconies and driveways are free of oil. Any oily marks should be cleaned with degreaser BBQ – If provided, please ensure it has been left clean and that there are no grease spots Cobwebs – all to be removed Letterbox – cleaned and your mail / junk mail removed. Ensure mail redirection has been established.	
Cleaning Up After Your Pet		
	Pet Mess – remove all faeces however do not bury at the property Dog Stains – remove any pet stains to outside walls – check where your pet regularly lies down Dog Chew Damage – please check / repair any damage caused by your pet chewing, digging or scratching Flea Spray – have property professionally sprayed inside and out for fleas	
Important Things to Remember		
	Forwarding Address – Ensure our office has your new forwarding address and phone number so we can contact you in regards to the return of your bond	
	Bond Refund – Advise our office of your bank details for the direct return of your bond by NSW Fair Trading Mail Redirection – arrange with your local post office to have your mail re-directed. Any mail received by the incoming occupants will be returned to sender	
	Utilities – arrange for the disconnection of telecommunications (phone and internet), electricity and gas supply	
	Rent – continue to pay until the vacating date Keys – return all keys to our office including letterbox keys and remotes to garage doors, window keys. Please note that rent will continue to accrue until all keys are returned to our office.	
	Cleaning Products – please have some handy at the final inspection for areas that may have been missed.	















