

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

- 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, grillers 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



- 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.

