

Vacating Checklist

- **Services:** Make sure that the Main Switch is in the **off** position before leaving the property.
- **Mail:** Arrange for the re-direction of mail through the Post Office, Allens will not be responsible for forwarding any mail.
- **Steam Cleaning Receipt:** If the property has any carpet, you **must** provide the receipt for the carpets having been professionally steam cleaned.
- **Fumigation Receipt:** Where pets have been kept at the property, you **must** provide the receipt for the property having been fumigated.

If you would like to organise any professional cleaning or gardening, we recommend the following tradespeople:

LIVEN IT UP - Contact Anthony on 0499 5489 333

Using a professional cleaner and gardener will help with the speedy return of your bond monies. Please ensure you make a booking at least one and half weeks prior to your vacate date as they do book up quickly.

Please be advised that should we need to return to the property after conducting a Final Bond Inspection a re-attendance charge of \$150 will be payable so please ensure that the property has been thoroughly cleaned and all damages have been rectified prior to returning the keys and the gardens are completed as per the original condition report. We strongly encourage you to use professional cleaners and gardeners as the majority of our tenants who have used other cleaners have had issues with the quality of work and most companies will not go back to rectify issues or give refunds. If you do decide to use another cleaner, make sure you check their work thoroughly prior to making payment.

On your Vacate Date, please ensure that you also return all copies of keys to the property, all remotes (garage, air conditioner, etc) and provide our office with an updated address and contact phone number.

We appreciate your cooperation in regards to returning the property to a similar condition as at the commencement of your tenancy.

The following checklist sets out the items that are quite often overlooked when vacating a property. Checking everything can ensure prompt refund of your bond.

- Walls & Doors**
 - Marks to be removed (particularly around light switches and door handles)
 - Air vents to be dusted
 - Skirting boards to be thoroughly cleaned
 - Cobwebs to be removed
- Kitchen**
 - Stove, oven, griller, drip trays, chrome surroundings and enamel exterior, cabinets and control panels
 - Cupboards (doors and shelves), drawers, bench tops, splashbacks and sinks
 - Hotplates, baked on grease to be removed from jets
 - Range hood filters to be removed, washed and reinstated
- Exhaust Fans**
 - All exhaust fan covers to be removed, washed and reinstated
 - All air vents (ceilings, ducted heating, air conditioning and return air vents) to be cleaned
- Bedrooms**
 - Walls, wardrobes, doors and ceilings; ensure all surfaces are clean of any marks
- Bathrooms**
 - Cabinets, hand basins, toilets, shower screens and shower bases – thoroughly scrubbed and grouting to be free of all soap residue
- Windows**
 - All windows need to be cleaned internally and externally
 - All fly screens to be brushed and cleaned
 - All window sills are to be dusted
 - Cobwebs removed internally and externally
- Window Treatments**
 - All blinds are to be dusted and wiped
 - All curtains and drapes to be cleaned and free of pet hair (if applicable)
- Floor Coverings**
 - All carpets to be vacuumed prior to being professional steam cleaned as per your lease agreement
 - Vinyl and linoleum floors to be washed
 - Floorboards to be swept and cleaned
- Light Fittings**
 - All to be thoroughly cleaned and cobwebs removed
- Gardens**
 - Lawns to be mowed and edges trimmed
 - Weeds removed from garden beds and along fences
- Rubbish**
 - All rubbish must be removed from the property
 - All council bins must be emptied
- General/Keys**
 - Driveway, garages, sheds, storage and all concrete areas to be swept and all items removed
 - All sets of keys/remotes controls must be returned to our office