

VACATING CHECKLIST

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

Please note that we cannot inspect the property until you have removed all belongings and have returned the keys. Any keys given to friends or relatives should also be handed back.

We ask that, before the final inspection you:

- Ensure that our office has your new forwarding address and phone number
- Return all keys to this office (including mailbox keys)
- Arrange disconnection of your telephone, electricity, gas, and water suppliers
- Re-direct all mail to your new address.

Attendance to the following matters prior to our inspection will save considerable time and prevent unnecessary delays in returning your security deposit.

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

- The carpets are vacuumed, and all tiles, vinyl and timber floors are swept and mopped
- Walls, doors, and skirting boards are cleaned of all marks
- Kitchen cupboards, shelves, drawers and benches are cleaned
- Stove, griller, oven, exhaust fans and dishwasher (if provided) are cleaned inside and out
- Windows and sills are cleaned inside and outside where possible
- Shelves and inside of closets are cleaned
- Any furniture, curtains, or other items included with the property are returned to original positions
- Venetian blinds and curtains are washed
- Bottles and trash are removed from the premises
- The garage and/or storeroom are cleaned out; cobwebs and grease marks to be removed from car spaces/garage
- Bathrooms are thoroughly cleaned with all mold and soap scum removed from tiles and grouting. Ceiling mold must also be removed. Toilets are to be cleaned inside and out
- Lawns and edges are trimmed, gardens weeded and garden clippings and garden trash are removed.

**PLEASE NOTE—RENT WILL BE DUE AND PAYABLE UNTIL ALL KEYS ARE
RETURNED**

OFFICE USE ONLY

Date Notice Received:

Tenant Agreement Expiry Date:

Letter to Landlord:

Current Rent: \$

Computer Input:

Rent Paid To:

Pre-Vacating Letter to Tenant:

Received New Rent: \$

Pre-Vacating Inspection Date:

Phone call to Landlord:

Comments: _____
