

# VACATING CHECKLIST

Please use the following checklist to ensure that these items are not missed.

## Kitchen

- Exhaust fan / filters / range hood covers to be removed and cleaned
- All bench tops to be cleaned
- Stove cleaned including oven and shelves, griller and recess, hot plates, range hoods and drip trays, chrome surrounds and enamel exterior cabinet and control panels. Do not use scourers.
- Cupboards, pantry shelves drawers to be cleaned inside and out
- Sink and draining boards to be cleaned
- Dish-washer to be cleaned

## Bathroom

- Exhaust fan covers removed and cleaned
- Cupboards and drawers to be cleaned inside and out including the doors
- Bath and basin to be cleaned including the removal of any residual hair from plug holes
- Shower recess tiles, grouting, shower screen to be cleaned including the removal of any residual hair from plug holes
- All bench tops to be cleaned
- Toilet including seat set and pedestal to be cleaned

## Laundry

- Laundry trough to be cleaned
- All bench tops to be cleaned
- Cupboards to be cleaned inside and out including the doors

## General Items

- Wipe windows inside and out, and tracks and sills to be cleaned
- Wipe doors inside and out, including handles and frames
- Light fittings to be cleaned. Remove all insect spotting and replace globes where necessary
- Drapes / curtains / blinds to be washed or dry cleaned according to the fabric
- Verticals / venetians to be wiped over thoroughly
- Screens to be brushed and ledge between screen/glass cleaned
- Walls to be cleaned including skirtings – superficial hand marks etc. removed
- Carpets and floor tiles to be cleaned by a professional and accredited carpet cleaner and the receipt to be handed in when returning the keys
- Pet Fumigation must be conducted by a licensed pest controller with a receipt to be handed to the Agent as proof. The fumigation must be conducted where ever the pet was, either inside or outside the property.
- Floors to be cleaned
- Power points, fans and light switches to be cleaned
- Floor waste pipe outlet grates to be cleaned

## PLEASE NOTE

It is expected that the property will be returned in the same condition less normal wear and tear as per the original Property Condition Report. Failure to comply may result in the Agent arranging a professional to rectify the items, at the tenant's own cost.

## Furnished properties

- All items on inventory accounted for
- Washing machine/clothes dryer doors to be left open and lint filter cleaned
- Refrigerator to be cleaned and turned off and doors to be left open

## External of property

- Garden to be tidy and free of weeds
- Lawns to be cut and edged
- Hoses, sprinklers and reticulation checked and repaired / replaced if required
- Front and back verandah to be swept
- Cobwebs removed from eaves and internal walls / cornicing
- Paths to be swept and weeds removed
- Garden shed/garage to be tidied, swept and cobwebs removed
- All rubbish to be removed, rubbish bin to be emptied, washed and returned to allocated space
- Driveways, carports and all concrete areas to be free from oil and grease stains.
- Pool to be cleaned and all equipment in working order

**We suggest that you refer to your ingoing Property Condition Report to ensure that the property has been left in a condition not less than stated in the Report.**

**If you need a cleaner to attend to any of the above matters on your behalf, please contact one of the following, stating that the property is managed by All Time Real Estate:**

### For cleaning

- **Perth Cleaning** – Contact [0458 393 141](tel:0458393141), or Email [perth.cleaning@hotmail.com](mailto:perth.cleaning@hotmail.com)
- **Precimax Clean** – Contact [0413 551 837](tel:0413551837), or Email [info@precimaxclean.com.au](mailto:info@precimaxclean.com.au)

### For carpets

- **Carpet Fresh** – Contact [0412 099 923](tel:0412099923), or Email [carpetfresh@iinet.net.au](mailto:carpetfresh@iinet.net.au)

## Alinta Gas, Synergy and Your telephone provider

- Advise utility companies of your expected date of termination so that applicable final readings can be taken from that date.

## Keys

- Please ensure that all keys including duplicates to the property are returned to the office on the day you vacate. **Rent will be charged up to and including the day you vacate and all keys are returned.**

## Rent

- Cancel your automatic rental deduction upon vacating.

## Forwarding Address

- Please advise our office of your forwarding address and telephone number.

## Bonds

- It is important that rent money owing is actually paid and not asked to be taken out of the Bond (this is an offence under the Section 52 of the Residential Tenancies Act with a \$5,000.00 fine).

## Mail

- Arrange for your mail to be redirected through Australia Post as it will NOT be forwarded. The next tenant may return to sender or your mail may be lost.