

## **VACATING PROCEDURES FOR TENANTS**

1. Front door to be brushed over - remove cobwebs, thoroughly clean around & over front doorstep.
2. Windows to be cleaned and streak free, including frames and window tracks
3. Screens to be brushed and ledge between screen/glass cleaned.
4. Wipe clean windowsills, skirting boards and doorframes.
5. Exhaust fan covers to be removed and cleaned, inside and out.
6. Clean and wipe over light fittings. Remove insects if necessary; ensure all globes are working.
7. Walls to be cleaned - superficial hand marks etc. to be removed.
8. Paint chips to be repaired, wall repainted if severely damaged.
9. Carpets to be vacuumed. (Jones Ballard Property Group will arrange professional cleaning).
10. Doors and light switches plus power points to be cleaned and free of smudges.
11. Cupboards and drawers to be cleaned inside and out.
12. Bath, basin and taps to be cleaned.
13. Shower recess tiles, grouting shower screen and soap dish to be cleaned all soap residue removed.
14. Wipe any mould off ceiling and walls.
15. Toilet including seat set and pedestal to be cleaned.
16. Stove cleaned, including oven and shelves, griller & recess, hot plate & drip trays, check oven seal.
17. Clean chrome surrounds and enamel exterior cabinet and control panel of stove.
18. Kitchen sink and laundry tub to be cleaned drains to be free of lint etc.
19. Laundry floor, basin, sink, trough, waste pipe outlet grates to be cleaned.
20. All wet floor areas to be cleaned throughout.
21. Vertical blinds - chains to be re-installed on bottom of blinds.
22. Curtains are to be re-hung on hooks if they have dropped.
23. Gardens to be tidy and free of weeds.
24. Lawns to be freshly mowed edged and fertilised if necessary.
25. Front and back verandas to be swept.
26. Paths to be swept.
27. Cobwebs to be removed from eaves and internal walls/cornices.
28. Garage shed/garage to be tidied, swept and cobwebs removed.
29. Remove any grease that may be dropped on garage floor or driveway.
30. All rubbish to be removed from around property and bin to be placed on verge.
31. Advise Telstra, Synergy, Alinta Gas and Post Office of change of address.
32. Return keys to Jones Ballard, including any extra keys that have been cut during tenancy.
33. Notify Agent of forwarding address for refund of bond monies.

**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 that stated in the Report. Should you wish to arrange professional cleaning to be done at your expense, please contact our property management department and we will advise you of some contractor's details for your direct use.**