

## VACATING TENANTS CHECKLIST

**As you are moving house, we would like to make it as stress free as possible for all concerned.**

**Please refer to your property condition report and ensure the vacant property at least matches that report or presents to a higher standard.**

The following is a checklist for items to pay particular attention to when cleaning and shall facilitate a prompt return of your bond money.

1. All floors to be vacuumed and washed, carpets are to be *professionally steam cleaned by a reputable company* - providing receipt of proof.
2. All Skirtings to be dusted and free from dirt and cobwebs.
3. All cobwebs and dust to be removed from walls, switches, power points and light fittings.
4. All light globes and fluorescent tubes to be in clean working order.
5. All ceiling fans, extractor hoods and/or exhaust fans to be in clean working order (covers come off most types and can be washed).
6. Woodwork and walls to be washed to remove any superficial marks [i.e. finger prints, sticker and poster putty].
7. All windows, sliding doors, sills and flyscreens to be cleaned inside and out, to be free from streaks and smears. All tracks to be free of dirt, cobwebs and insects.
8. Curtains to be washed [at tenant's risk] or dry cleaned and re-hung.
9. Venetian and/or Vertical blinds to be dusted.
10. Shower recess [including soap dish] to be completely free from soap residue and mildew. Shower curtains and/or shower screens to be left clean and free from lime scale and mildew.
11. Wash basin, vanity, medicine cabinets, mirror and bathtubs to be cleaned thoroughly, including area around taps/spout.
12. Toilet to be thoroughly cleaned, including pedestal and seat.
13. All bench areas and tiles and grout to be thoroughly cleaned, free of dust and grease.
14. All cupboards to be thoroughly cleaned [inside and out] be free of sticky marks and rubbish.
15. Stovetop, oven and grill to be thoroughly cleaned. All built-up grease to be removed [i.e. hot plate wells, surrounds, racks, sides, rear, floor and walls].
16. Fridge/freezer [if applicable] to be defrosted, water emptied and shelves cleaned prior to date of vacation.
17. Washing machine and dryer [if applicable] to be cleaned inside and out. Lint to be removed and filters cleaned.
18. Outdoor areas to be swept and cobwebs removed [i.e. under eaves and window sills].
19. Garage, carport and sheds to be swept and free from rubbish. Marks or oil to be removed.
20. Gardens to be freshly weeded and lawns cut [if applicable] [Note: This should be done close to vacating date, not weeks in advance], inclusive of mulching if done at commencement of tenancy.
21. Rubbish and garden refuse to be removed from the property.
22. Reticulation system, working and as per property condition report.
23. Swimming pools and equipment to be in clean working order.
24. Garbage bins to be emptied, washed and returned to allocated space - no other boxes etc or rubbish to be left on property inside or out.
25. If furnished, all furniture/equipment to be placed in the room shown on the original property condition report/inventory.
26. If fully equipped and linen is provided, all linen is to be freshly laundered and all soft furnishings professionally cleaned. A copy of the invoice/receipt is required upon vacating and retuning of the keys.
27. If you have a Pet, please arrange for the flea fumigation to take place as close as possible to the vacate date. A copy of the invoice/receipt is required upon vacating and retuning of the keys.
28. Any damage done to the premises must be repaired/rectified at your own expense prior to the final bond inspection.
29. Synergy [electricity], Alinta [gas] & Telstra/linet/Optus etc [Telephone/Internet] to be advised of vacating date so account can be finalised.
30. Australia Post to be notified of new address so mail does not go astray – the agency or incoming tenant is not responsible for forwarding mail, it will be returned to sender, therefore, we recommend organising mail redirection at the Post Office. Please note that we require your forwarding address and contact number to arrange the signing of the Bond Disposal form at completion.

We appreciate that in the majority of cases the items on this list would be automatically attended to. However, in the rush to vacate a property some things can be overlooked.

Thanking you for your co-operation in this matter, and should you require any further information please do not hesitate to contact our office.

We can recommend the following companies for assistance:

VIP Carpet Clean (Sean)	0411 885 514	[carpets]
New Choice Cleaning (Vivian)	0433 513178	[general cleaning/windows/carpets/oven]
HT Services (Aaron)	0417 956 903	[general cleaning]
Kleenaz Windows (Luke)	0428 597684	[windows]
All Seasons Garden Care (Steve)	0413 758 277	[gardening]
Cottesloe Pest Control	08 93847870	[Pest Control]
Perth Pest Control	1300 896070	[Pest Control]

### **HOW TO GET A FULL BOND REFUND**

Most disputes and problems arise from misunderstandings about bond deductions. To avoid unpleasantness for both parties, it is important that you understand your obligations under the Tenancy Agreement in regard to your bond inspection.

### **PLEASE TAKE A MOMENT TO READ THIS**

#### **Your Final Bond Inspection**

After you've vacated the property and returned the keys/remotes to our office or to the Property Manager, your bond inspection will be carried out. The condition of the property at the time of bond inspection will be compared with the condition as at the commencement of the tenancy as described in the Property Condition Report. We cannot do this inspection until you have ended your tenancy and vacated the property.

We suggest that you take a moment to refresh your memory by reading your Property Condition Report prior to vacating. The carpet cleaning can be arranged by your Property Manager and the cost of same will be deducted from your bond as set out in your Tenancy Agreement special conditions. However, should you arrange it yourself, a copy of the Contractor's invoice must be provided to the office as per the special conditions of your lease.

Once you have returned the keys, you have finalised your tenancy and are no longer responsible for rent (adequate notice and break leases excepted), hence you have handed back the property and you have fulfilled your obligation under the Residential Tenancy Agreement.

While we would be happy to allow you to revisit the property to rectify any fault, this is not practical in most situations. We must re-let the property as soon as possible. If you leave the property unclean or damaged, re-letting is hindered thus incurring costs and loss of rent for the Owner.

Please remember that rent will be charged up to and including the day of return of the keys to this office. Failure or refusal to pay rent due with the intention that the amount of such rent is to be recovered from the security bond is an offence in accordance with Section 52 of the Residential Tenancies Act of 1987 and is subject to a maximum penalty of \$5000.00 (ref also to your Lease).

If you are in doubt, please telephone your Property Manager.

Thank you for your co-operation and assistance.

**TM Executive Leasing**