

# Getting The Property Ready For Vacating

# Getting the property ready for vacating – Checklist

## General items

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**Mail redirection** - Ensure that all mail is re-directed to your new address. You can complete a form with Australia Post to assist with this.

**Utilities** - Electricity, gas, phone, etc. All accounts are advised and cancelled accordingly.

**Keys** - Return all keys as handed to you at the start of tenancy. Also hand over any extra keys you have arranged to have cut.

**Address** - Supply us with your forwarding address.

## Inside the property

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**Walls** - Clean off any dirty marks, removable scuff marks, finger, or food marks etc.

**Ceilings** - Remove any cobwebs.

**Ceiling mould** - Clean off, particularly in wet areas and sometimes in bedrooms.

**Light fittings** - Clean off dust and remove any dead insects inside.

**Ceiling fans** - Wipe fan blades and tops of fittings to remove dust build up.

**Skirting boards** - Wipe down with a damp cloth.

**Doorways, doors** - Wipe off finger marks and any other removable marks.

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## Inside the property

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**Windows** - Clean inside and out. Please note - nearly all modern sliding aluminium windows can be lifted and pulled out for easy cleaning. Also, wipe out dust build up and any dead insects from sills and runners. A vacuum cleaner and paint brush can really help here.

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**Screen doors** - Front and back of frames wiped clean and screens wire brushed.

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**Stoves** - Clean stove top, control display, knobs, panels around knobs, any pull out or in-built drip trays, griller racks, trays and any inserts, oven racks, oven bottom, walls and oven roof. A good oven cleaner will clean most ovens. However, it is of importance that you read the instructions on the product carefully. Some cleaners can actually damage oven surfaces (like stainless steel), and some products have dangerous caustic fumes. Therefore, use with extreme caution!

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**Kitchen range hood** - Clean the pull out filters and framework.

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**Bathroom** - Clean sink, mirror, cabinet, vanity unit and drawers, shower recess, glass screen and screen doors, bath, and wall tiles. Please ensure both the sink and bath has a plug available.

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**Toilet** - Clean cistern, seat, inside and outside the bowl, around the base and the S-Bend. Don't forget the skirting tiles around the toilet.

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**Laundry** - Clean both the inside and outside of the trough, and underneath. Please ensure a plug is present.

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**Tiling** - Make sure all tiling and grouting to the kitchen, toilet, bathroom, and laundry areas are clean.

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**Exhaust** - Vents and fan covers are to be clean of any dust and dirt.

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**Air-conditioners** - Front vents and filters cleaned of built up dirt. Modern systems (wall type) filters easily pull out and can be brushed down with a hand brush. If there is a ducted reverse cycle air-conditioner unit, the air intake filter should be cleaned. This is usually on the ceiling in the passage area.

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**Air-conditioning ceiling duct vents** - Please clean if dusty or dirty. The filter can be removed from the intake vent inside your property and cleaned.

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**Cupboards/drawers** - Clean/wash inside and out. Also, doors and door frames, front and back of doors need to be cleaned.

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**Curtains** - Wash any washable curtains and netting. If other curtains are visibly dusty or dirty, consider dry cleaning.

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**Blinds** - If you have venetian blinds, clean off the blind slats. Any other type of blinds should be wiped down.

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**Floors** - Hard surface floors to be mopped/washed if needed. Please ensure corners and hard to get areas are also cleaned.

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## If you have a pet

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**Pet droppings** - Remove from gardens, lawns and any out of the way areas. Dispose of in the bin - please do not bury them.

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**Dog/cat urine** - Remove and clean where your pet may habitually urinate, e.g. Base of walls, veranda, posts etc.

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**Pet stains** - Remove from outside walls. Check where your dog regularly lies down, there might be 'tell-tale signs' on walls etc.

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**Pet hair** - Any visible pet hair inside is removed.

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**Fumigation** - If your lease stipulates fumigation, please ensure this is arranged inside and outside of the property.

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