

# Vacating Tenant Checklist

To assist you with the process of vacating your home we have created the following checklist as a guide. The property must be returned in the same condition as it was received at the commencement of the tenancy albeit fair wear and tear. Fair wear & tear does NOT include cleaning or damage. Please restore the property to original condition as per the Entry Condition report. Having the property ready to inspect will assist in a speedy return of your bond.

AREA	NOTATION	COMPLETED
FLOOR COVERINGS	<ul style="list-style-type: none"> <li>All floors must be clean, and stains removed.</li> <li>Tiles and timber floors mopped</li> <li>Carpets professionally cleaned. (provide receipt)</li> </ul>	
WINDOWS	<ul style="list-style-type: none"> <li>Cleaned inside and where able outside</li> <li>Window / sliding door sills/tracks cleaned</li> </ul>	
WINDOW COVERINGS	<ul style="list-style-type: none"> <li>Venetian blinds cleaned</li> <li>Curtains cleaned (dry clean only)</li> </ul>	
WALLS	<ul style="list-style-type: none"> <li>Marks removed from all walls throughout</li> <li>All skirtings cleaned &amp; free of dust</li> </ul>	
BATHROOM	<ul style="list-style-type: none"> <li>All tiles cleaned, grouting and ceiling mould free</li> <li>Toilets washed inside and out</li> <li>Bathroom vanity free of all soap scum</li> <li>Exhaust fan clean</li> <li>Shower screens cleaned &amp; free of streaks</li> </ul>	
KITCHEN	<ul style="list-style-type: none"> <li>All cupboards washed inside and out</li> <li>Oven, stove and cook top free from grime (including oven trays and racks)</li> <li>Exhaust fans cleaned and free from residue</li> <li>Exhaust globe working</li> </ul>	
BEDROOMS	<ul style="list-style-type: none"> <li>Built in wardrobes free from dirt and doors / mirrors cleaned – scuff marks removed</li> </ul>	
LAUNDRY	<ul style="list-style-type: none"> <li>Laundry tub cleaned</li> <li>Floors mopped</li> </ul>	
GENERAL	<ul style="list-style-type: none"> <li>External areas returned to same condition, including gardens, pools, gutters, garage, water tank refilled.</li> <li>All light fittings in working order; cleaned and free from dust. Globes to be working. Fresh batteries in remotes &amp; smoke alarms.</li> <li>All garbage bins empty &amp; cleaned – placed inside garage</li> <li>Pest/flea treatment will need to be conducted &amp; receipt given to One Centre Property Management</li> </ul>	
KEYS	<ul style="list-style-type: none"> <li>Keys for all locks returned to One Centre Property Management office by vacate date no later than 4pm.</li> </ul>	