

## The PROPERTY People (Peninsula)

### VACATING CHECKLIST

It is a term of every residential tenancy agreement that the tenant shall pay the rent on or before the day set out in the agreement.

RENT is payable as follows:

- Until and including the day you vacate.
- Until ALL keys are returned to our office.
- Until all tenants belongings are removed from all parts of the property (so we will not allow you to store your property in a garage).
- If left dirty- until the property is cleaned up either by the tenant or our cleaner.
- If the damage is caused by the tenant- until, the damage is repaired and premises ready for re-rental.

BONDS cannot be released until:

- All rent is paid as above.
- The property is cleaned and damage repaired.
- All lease conditions are fulfilled.
- The property must be totally vacated and all belongings removed from all parts of the property.
- All keys/buzzers and security keys as applicable must be returned.
- A thorough moving out inspection is carried out by our office ideally with the tenant.

## HANDY HINTS WHEN VACATING

This document is a "guide" only for the vacating inspection. This document is not an exhaustive list of items that the agency will check when you vacate. You will need to refer to your ingoing condition report. A tenant is required to leave the property in the same condition as when the tenancy commenced with an allowance made for fair wear and tear.

The golden rule when you vacate a property is to leave the premises in the condition, you would like to receive it.

### INTERIOR CLEAN UP GUIDE

#### KITCHEN:

- Clean hot plates, stove & oven. If you can, clean behind & around the stove, as this is where the fat & grease builds up. Take special care with the grill. You will need to use a product like "Mr Muscle". Chemicals need time to work, so spray it on and leave it for 1-2 hours then wipe off. Remember that oven cleaner is a dangerous chemical, so you may wish to use gloves and wear a face mask when applying these chemicals. Also, ensure that you do not over spray the chemical on the vinyl floor or laminated benchtops as it will damage the surface. Clean the filters in the exhaust fan.
- Clean all cupboards & drawers and do not forget to dust above cupboards, remember to wipe them inside and outside.
- If you decide to put Drano or caustic soda down the sink to prevent blockages- when using these type of products ensure you follow any safety instructions for using dangerous chemicals- never add boiling water to these chemicals
- Vacuum or sweep then mop all floors & dust skirting boards
- Clean window glass & sills
- Clean blinds or curtains

## BATHROOM & LAUNDRY

- Scrub all tiled areas with a bathroom cleaning product- remember some of these chemicals are very strong, so you may need to use gloves and a face mask.
- Scrub the bath tub and remove any hair from the drain hole, clean the shower recess, clean the toilet basin inside and outside of the bowl, if there is any mould consider wiping the area down with a product like bleach or spray exit mould on the affected area.
- Clean the shower screen and tracks. If you have a plastic shower curtain, replace it with a new plastic shower curtain.
- Clean vanity, wipe sink & taps and remove any hair from the drain hole.
- Mop the floor

## LIVING AREAS & BEDROOMS

- If you have had pets, or the carpet is dirty, then you should dry clean the carpet. You can use our carpet cleaner (Excellence Ph 0438 430365) our cleaner is competitively priced and often works out the same cost of hiring a machine and buying the de-foamer and chemicals.
- Clean window glass dust sills, skirting, tops of doors
- Clean inside wardrobes, built-ins, etc
- Sweep cobwebs away from ceilings
- Dust light fitting and fan if applicable
- Clean around light switches & power points

## EXTERIOR CLEAN UP GUIDE.

- Sweep cobwebs & dust from windows & clean exterior glass.
- Re-fit any loose insect screens
- Remove debris from under the house.

- Wipe all door handles

#### YARD & GARDEN

- Do not put the rubbish out on the footpath. All rubbish pick-ups must be booked with Central Coast Council, and rubbish must be placed on the footpath the night before the pick-up. Council Rangers may issue a \$500 fine if occupants place rubbish on the footpath. Our office can book your Council pick up- please email [brian@tppre.com.au](mailto:brian@tppre.com.au) to book in your free pick up.
- Mow lawns, trim edges, weed all garden beds
- Trim shrubs (Yes it's not your fault that they grow, but it is your responsibility to trim them.)
- Fill & level any holes
- Remove any debris
- Clean out the letterbox- make sure to remember to re-direct your mail
- Take all debris & clippings to the tip
- Sweep paths & paved areas etc
- Turn off all taps

#### GARAGE, SHED, PARKING AREAS.

- Degrease oil spills
- Dust all shelves, work benches
- Remove all debris, etc.
- Hose down all concrete areas (subject to water restrictions)

#### GENERAL

- Ensure the garbage bins are empty
- Do not place household food rubbish in the recycling (yellow) bin

- Turn off all electrical points, appliances, taps, etc
  - Wipe down any marks on the walls
  - Have the telephone disconnected?
  - Have the power disconnected or meter read.
1. Re-direct all mail, contact local post office.
  2. Leave a forwarding address with our agency so we can forward on any mail that arrives for you.
  3. Please note that it is not always possible for you to go back and re-clean the premises if there is a problem with the final inspection. We often have new tenants moving in the very next day, so time is of the essence. It is a good idea to try and make yourself available for the vacating inspection with the agent, so if you have missed something you could fix it up on the spot for us.

If further cleaning or repairs are required after you vacate, we may send in our professional cleaners/tradespeople to undertake the work and deduct the account from your rental bond.

Please proceed to book a time for your vacating inspection: \_\_\_\_\_