

VACATING CHECKLIST

It is your duty as the outgoing tenant to ensure the property is returned to City West Housing (CWH) in the same condition it was handed to you at the start of your tenancy. Failure to clean the premises properly can result in costs incurred to you and deductions from your bond.

Your ingoing condition report is the primary document used to compare the condition of the property when you lease to that when you entered the property. (If this was not returned to our office within 7 days of the start of your tenancy, then our original report will be used).

If CWH feels that an item needs attention, you will be given when possible 2 days (48 hours) to remedy. After which time a professional cleaner/trades person will be employed and the cost(s) deducted from your bond.

There are always things that are specific to your individual property when it comes to moving out. The following should be seen as a guide to some things that we will be checking during the final exit inspection. Some of the items may not apply to you.

When you have given us your intention to vacate the property in writing, CWH will inform you of the time and date of the final inspection. Do you not have to be present at this inspection, but we strongly recommend it.

We aim to process your bond refund as quickly as possible. The list below is a checklist to assist you in preparing to vacate the premises. Please tick and sign this document and bring it to the final inspection with your agent.



Arrange to have the telephone / internet disconnected



Disconnect the electricity and gas from your name (electricity must be on for the final inspection)



Have your mail redirected and supply us with a forwarding address



All keys/remotes must be returned to our office no later than the vacated date



Pay rent up until the vacating date. Rent is charged until all keys are handed back to our office



Cancel all direct debit or Centrepay rental payments



Organise a flea spray if you have had a pet at the property – receipt must be brought to final inspection



Organise carpet cleaners - receipt must be brought to final inspection

Please bring this full check list to the final inspection. Check off all necessary items and sign below:

Tenants signature _____ Date _____

GENERAL INTERNAL

- All venetian/vertical blinds to be clean. No dirt or dust left
- All windows, sills tracks & doors to be cleaned inside and out
- All window screens and screen doors to be cleaned
- Test screen door rollers
- Ensure there are no holes or damage to flyscreens
- Carpets are to be professionally cleaned by a professional cleaning company
- Thoroughly vacuum and mop all non-carpeted areas. No residue to be left behind
- All light fittings must be working – replace with new globes if necessary
- Walls & ceilings are to be washed to remove dirt marks, finger prints, cobwebs and scuff marks
- Skirting boards, power points and light switches should be clean and free of dust
- Light fittings to be cleaned and washed – all bugs removed
- All shelving to be wiped down and free of dust and all marks removed
- All air condition units to be wiped down and filters washed and dried
- All personal items to be removed from the property
- No extra nails or holes in walls, doors or ceilings
- Clean wardrobe tracks and ensure door rollers are working
- Any damage done by the tenant by the tenant must be repaired at the tenant's expense and in a professional manner

GENERAL EXTENAL

- All rubbish to be removed from the property (including parking space)
- Cobwebs to be removed from walls, eaves and windows
- Remove all pet waste and repair any damage caused by your pet (digging, chewing etc.)
- Mail box cleaned and mail/papers removed

KITCHEN

- Bench tops need to be cleaned with the appropriate cleaner, no residue left
- Stove top to be cleaned, including drip trays, knobs and rims
- Inside and outside of oven/stove. Including racks. Should be clean and free from grease/grim. Oven light should be working
- All cupboards inside and outside, cleaned with disinfectant, including handles and tracks
- Floor vacuumed and mopped
- Sinks, drain holes, plugs and taps to be left clean and free from grease/food/marks
- Range hood and exhaust fan including filter to be cleaned and free from fat, grim dirt and dust. Lights and fan must be working
- Dishwasher to be cleaned with a dishwasher cleaner. No food particles in the filter or along the door seal. Filter to be cleaned
- Clean behind fridge and under oven
- Ceiling to be cleaned, no marks from fat, smoke or cooking stains

BATHROOMS

- All mould, soap residue and to be cleaned from tiles, grout, ceiling and walls
- Shower and bath should be cleaned including glass, doors and tracks
- Vanity, cupboards and basin to be thoroughly cleaned. Free from dirt, grim, make-up and hair
- Toilets to be bleached and cleaned inside and out (including under seat, behind pipes and bottom of bowl)
- Exhaust fans cleaned and free from dust
- Mirrors cleaned with glass cleaner. Free from streaks
- All taps and showers heads cleaned and free from soap scum
- Towel rails not loose and cleaned

LAUNDRY

- Floor vacuumed and mopped
- All cupboards inside and outside, cleaned with disinfectant, including handles and tracks
- Clean tub, drains and under sink
- Clean dryer and clean lint from the dryer filter
- Walls wiped and free from marks