



Lakeford Real Estate
100 Marquis Street
GUNNEDAH NSW 2380

www.lakefordrealestate.com.au
office@lakefordrealestate.com.au
TEL: 02 6742 6677
FAX: 02 6742 6678

ABN: 68 125 658 675

VACATING CHECKLIST

It is your duty as the outgoing tenant to ensure the property is returned to the owner in the same condition it was handed to you at the commencement 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 and photos are the primary documents used to compare the condition of the property on departure, to that of when you entered the property.

If the condition report was not returned to our office within 7-10 days of being issued at the commencement of your tenancy, the original report on file with our office will be used.

If an item needs attention, you will be given 2 days (48 hours), where possible, to remedy the issue, after which time, a professional cleaner/tradesperson will be employed and the cost(s) deducted from your bond.

Once you have advised our office, in writing, of your intention to vacate, the property manager will inform you of the time and date for final inspection. You do not have to be present at this inspection, but you are welcome to attend.

We aim to process your bond refund as quickly as possible.

The below checklist and information will assist you in preparing to vacate the premises:

- Arrange to have the telephone/internet disconnected
- Disconnect the electricity, gas, Foxtel 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 vacate date
- Pay rent up until your vacating date. Rent is charged until all keys are handed back to our office
- Cancel all direct debit/Centrepay rent payments
- Check your lease agreement. Are there any special conditions that apply to you?
- Organise a pest spray if you had a pet at the property – a receipt must be brought into our office
- Organise professional carpet cleaners - a receipt must be brought into our office
- Clean windows or arrange a window cleaner

GENERAL INTERNAL

- All venetian/vertical blinds to be clean. No dirt or dust left.
- Curtains to be washed/dry cleaned (once approved by agent) and rehung
- All windows, sills, tracks and 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 damages to fly screens
- Carpets are to be professionally cleaned by a cleaning company
- Thoroughly vacuum and mop 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 any dirt marks, finger prints, cob webs & scuff marks
- Skirting boards, power points & 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 conditioning 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 the walls, doors or ceilings
- Clean wardrobe tracks and ensure door rollers are working
- All items on the inventory (if applicable) must be clean with no damage in accordance with the lease agreement
- Any damage done by the tenant must be repaired at the tenant's expense and in a professional manner. Licensed trades people are recommended on the last page of this checklist

GENERAL EXTERNAL

- All dirt and grease marks on driveways, garage floor and paths to be removed
- All rubbish to be removed from the property (including under the house)
- Lawns and gardens are to be mown, edges cut and free from weeds
- Garbage bins left empty & clean – hosed out and washed with disinfectant
- Cobwebs to be removed from walls, eaves and windows
- Wash down garage door
- All outdoor lights in working order, cleaned and free from dust, cobwebs & bugs
- Pool filter cleaned and any debris cleared from pool (if applicable)
- Remove all pet waste and repair any damage caused by your pet (digging, chewing, etc)
- Mailbox 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 out of oven /stove, including racks should be clean and free from grease/grime. Oven light should be working.
- All cupboards cleaned with disinfectant inside and out, including handles & 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, grime, dirt and dust. Lights and fan must be working.
- Dishwasher (if applicable) 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 and soap residue to be cleaned from tiles, grout, ceiling & walls
- Shower and bath should be cleaned, including glass, doors and tracks
- Vanity, cupboards and basin thoroughly cleaned, free of dirt, grime, make-up & hair
- Toilets to be bleached and cleaned inside and out (including under seat, behind pipes and bottom of bowl)
- Mirrors cleaned with glass cleaner, free from streaks
- All taps and shower heads cleaned and free from soap residue
- Towel rails cleaned and not loose

LAUNDRY

- Floor vacuumed/swept and mopped
- All cupboards cleaned inside and out, including handles and tracks
- Clean tub, drains and under sink
- Walls wiped and free from marks and grime

RECOMMENDED TRADES PEOPLE

Carpet Cleaning	Go For Gold Carpet Cleaning (Gerard) 0429 019 264 Carpet Fresh Carpet Cleaning (Steven) 0428 281 147
Pest Control	Renton's Pest Control 0427 421 511
Cleaners	Cheryl Schofield 0425 330 696
Garden Maintenance	Makka's Services (Wayne) 0487 624 858
Handyman/Builder	Gazman (Gary Ashworth) 0427 420 588
Electrician	BK Electrical (Brendan) 0410 522 967 Troy Dries Electrical 0412 189 730
Plumber	SK Plumbing (Shane) 0417 250 366