

# Tenant Vacating Pack

Please ensure this form is completed by all tenants and is submitted to our office along with keys.

Property Details:
Property Address:
Tenants:
Vacating Procedures Below

1. Complete Notice of Intention to Leave Form 13 (Form Enclosed) and send to our office. This form must be lodged a minimum of 2 x weeks prior to your intended vacate date.

Yes  No

2. Prepare the property for final inspection & hand over (a) Complete the cleaning checklist or arrange professional bond clean

Yes  No

(b) Carpets must be professionally cleaned and our office must be provided with the receipt

Yes  No

(c) If indoor/outdoor pets were residing at the premises, the property requires professional pest control treatment .Receipt must be provided to our office..

Yes  No

(d) Redirect mail

Yes  No

(e) It is your responsibility to cancel your phone, electricity and gas accounts

Yes  No

3. Complete Exit Condition Report (Form Enclosed)

Yes  No

4. Hand Over the Property to Richardson & Wrench, Noosa.

Yes  No

The below listed items must be returned to our office by close of business (5:00pm) on the date specified on your notice of intention to leave form:

(a) All property keys and remotes– (if any keys that were provided to you have been lost or damaged you will be responsible for replacing keys)

Yes  No

(b) Completed Exit Condition Report (c) Bond Cleaning Receipt (d) Carpet Cleaning receipt if applicable (e) Pest control receipt if applicable

Yes  No

(f) Completed Tenant Vacating Pack

Yes  No

**Please note that rent will continue to be charged until all keys have been returned.**

Initials \_\_\_\_\_

# Final Inspection

**Please note Legislation states that the tenant must leave the property in the same condition as it was at the commencement of the tenancy, taking into consideration Fair Wear & Tear.**

## Final Inspection Timeframe

The final vacate inspection will be conducted by one of our team members within 3 business days from your vacate date.

## Once Final Inspection Has Been Completed

### Scenario (a)

If the property has been returned to the original condition and rent is paid up to vacate date your bond refund will be sent to the RTA for processing.

### Scenario (b)

If your property fails the vacate inspection and further items require attention, we will notify you of the details and you will be given 24 hours to rectify the issues.

If after 24 hours the items remain outstanding we will arrange for professionals to attend to the issues at your cost. Should this occur, the costs involved will be deducted from your bond.

Initials \_\_\_\_\_

# Cleaning Checklist

## General

1. Vacuum and clean all sliding door and window tracks YesNo
2. Sweep or mop all non-carpeted floors, removing any marks YesNo
3. Clean carpets by registered Carpet Cleaner to Australian Standard. Supply paid invoice copy. YesNo
4. Fumigate for Fleas – by registered pest Company, if pets were kept at the property. Supply paid invoice copy which specifies services details. YesNo
5. Clean marks off walls, ceilings and light switches. YesNo
6. Clean skirting boards, windows including frames, sills and tracks, above cupboards, picture rails, architraves and both sides of all doors, all other fittings, and insect / security screens etc. YesNo
7. Clean curtains and blinds. Refer to Agent for method advice. YesNo
8. Remove all cobwebs and insect marks and nests.

YesNo

## Kitchen

1. Clean inside and outside of cupboards and doors. YesNo
2. Clean inside, outside and around stove. YesNo
3. Clean inside and outside of oven, grill, doors, trays, racks, glass. YesNo
4. Clean inside, outside and behind refrigerator and dishwasher and microwave space. YesNo
5. Clean sink, especially drain holes, drainers and tap ware. YesNo
6. Range hood exhaust and filter – filter to be removed and cleaned. YesNo

Initials \_\_\_\_\_

# Cleaning Checklist Continued

## Bathroom

1. Clean all walls, floors, mirrors and windows and window tracks. YesNo
2. Clean inside and outside all cupboards and drawers. YesNo
3. Clean toilet, bath, shower recess, remove built up soap residue on tiles and shower screens, clean sink and all tap ware, towel rails. YesNo
4. Clean in wardrobes, shelves, drawers and mirrored doors. Remove scuff marks. YesNo
5. Shower curtain washed with bleach or replaced if applicable. YesNo

## Laundry

1. Clean behind, inside and around washing machine space. Clean equipment and filters if applicable. YesNo
2. Clean inside, outside and behind dryer. Remove lint. YesNo
3. Clean inside, outside and around laundry tub, cabinets, shelves, drawers, tap ware. YesNo
4. Clean all walls and floors, ceiling. YesNo

## Veranda, Decks, Outside Areas

1. Sweep and mop, clean railings, glass and light fittings.  Yes  No
2. Remove all cobwebs etc.  Yes  No
3. Mow lawn, trim all edges, weed gardens, general garden tidy, remove all rubbish.  Yes  No
4. Return pool to condition as per condition report at start of the tenancy and supply Pool Test report to Agent – Report to be completed at the end of tenancy date.  Yes  No

Initials \_\_\_\_\_

# Tenant Details

Our office requires the below details in order to process your bond refund

<b>Tenant 1</b>		
Full Name		
Forwarding Address		
Bank Institution		
Bank Account Name	BSB	Account Number
Email Address		
Mobile Number		

<b>Tenant 2</b>		
Full Name		
Forwarding Address		
Bank Institution		
Bank Account Name	BSB	Account Number
Email Address		
Mobile Number		

<b>Tenant 3</b>		
Full Name		
Forwarding Address		
Bank Institution		
Bank Account Name	BSB	Account Number
Email Address		
Mobile Number		

<b>Tenant 4</b>		
Full Name		
Forwarding Address		
Bank Institution		
Bank Account Name	BSB	Account Number
Email Address		
Mobile Number		

Initials \_\_\_\_\_

# QUICK CHECKLIST

No one likes the time and expense of organizing additional cleaning once you vacate your property. Here is a quick checklist to make sure you have covered all the points we will be looking at when we do our Exit Condition Report.

If you are able to tick all these off before handing in your keys this should prevent us having to call you back to redo any cleaning or to make deductions from your bond.

## **General**

- All blinds, curtains, venetians need to be cleaned and dusted
- Replace any blown light bulbs
- Air vents dusted
- Clean mirrors
- Light fittings clean and free of insects
- Sugar soap walls or remove marks
- Doors left clean and undamaged
- Windows and tracks cleaned
- Screens carefully cleaned
- Clean away cobwebs
- Floors washed
- Skirtings washed
- Exhaust fans cleaned
- Air conditioner cleaned
- Mattresses and bedding professionally cleaned
- Ceiling fans cleaned

## **Kitchen**

- Clean all cupboards inside and out
- Walls and tiles cleaned
- Oven and grill cleaned inside and out
- Stove top cleaned
- Exhaust Fan and filters cleaned
- Refrigerator (if furnished) defrosted and all surfaces to be cleaned including shelves, drawers.
- Clean all benches
- Clean sinks, taps and disposal unit
- Dishwasher cleaned inside and out, and remove strainer in bottom and clean

## **Bathroom & Ensuites**

- Clean vanity drawers & cupboards cleaned
- Shower walls, grouting, screens, recess all to be scrubbed and any mould removed.
- Shower fittings to be cleaned, plus all taps
- Toilet to be cleaned including bowl, lid, seat, cistern and behind the toilet thoroughly
- All plugholes to be free of debris
- Mirrors to be cleaned
- Shower curtain to be washed if applicable

## **Laundry**

- Washing machine and clothes dryer filter to be cleaned out
- Cupboards to be cleaned inside and out
- Clean under laundry tub and clean plughole

## **Exterior**

- Gardens – any maintenance done
- Lawns mowed and edges trimmed
- Weeds sprayed or weeded
- All rubbish to be removed
- Garbage bins emptied and washed
- All Carports, driveways, garages or any concrete areas to be free of grease stains
- Garage floor swept and cobwebs removed

## **Swimming Pool**

- Pool equipment left clean, neat and tidy
- Glass pool fence cleaned
- Pool clean and free of debris
- Skimmer baskets emptied

## **Pest Control**

- If pets have been kept, property professionally pest controlled for fleas inside and outside, receipt to be handed in to office

## **Carpets**

- Professionally cleaned and receipt produced to office when keys handed in.

## **Disconnections**

- Disconnect any pay tv or broadband
- Disconnect phone/internet

## **Gas**

- If you have gas at the property please ensure one full cylinder is supplied with a receipt for filling

- **Notes**

- Anything damage that has occurred during the tenancy must be rectified at the tenants cost.
- Pay any outstanding rent

# Key Return Register

Date Keys Handed Over:

Tenant Confirmation

Property Address:

Tenant Name:

Tenant Signature:

Initials \_\_\_\_\_