

Moving out checklist.

The following checklist will help guide you through the process:

- Mail redirection** - Please ensure that all mail is re-directed to your new address. You can complete a form with Australia Post to assist with this.
- Utilities** - Electricity, gas, phone etc. Please ensure all accounts are advised and cancelled accordingly.
- Appliance manuals** - Please leave them on the kitchen counter.
- Keys etc** - Please ensure you have all keys, swipe cards and remote controls as handed to you at the start of tenancy. Also hand over any extra keys you have had cut.

INSIDE THE PROPERTY:

- Walls** - Please clean of any dirty marks, removable scuff marks, finger or food marks etc.
- Ceilings** - Please remove any cobwebs and marks that are visible.
- Ceiling mould** - Please clean off (particularly in wet areas and sometimes in bedrooms).
- Light fittings** - Clean off dust and remove any dead insects inside.
- Ceiling fans** - Wipe fan blades and tops of fittings to remove dust build up.
- Skirting boards** - Wipe down with a damp cloth.
- Doorways & doors** - Wipe off finger marks and any other removable marks and dust on top of door frames.
- Windows** - Clean inside and out. Please note - nearly all modern sliding aluminium windows can be lifted and pulled out for easy clean. Also sills and runners (wipe out dust build up and any dead insects. A vacuum cleaner and paint brush can really help here).
- Flyscreens** - Brushed and dusted down. Please be aware, most modern sliding aluminium windows allow for the flyscreens to be taken off from the inside only, once the sliding part of the window has been moved first. Attempting to take them off from the outside may result in damaging them.
- Screen doors** - Front and back including frames - wiped clean and screen wire brushed.
- Stoves** - Clean stove top, sides, control display, knobs, panels around knobs, any pull out or in-built drip trays, griller racks, trays and any inserts, oven racks, trays and oven bottom, walls and oven roof. A good oven cleaner will clean most ovens - however it is of importance that you read carefully the instructions on the product. Some cleaners can actually hinder oven surfaces (like stainless steel), and also some products have dangerous caustic fumes. Therefore use with extreme caution!
- Kitchen range hood** - Clean pull out filters and framework.
- Bathroom** - Clean sink, mirror, cabinet, vanity unit and drawers, shower recess, glass screen and screen doors, bath and wall tiles. Please ensure both the sink and bath has a plug available.

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continued:

- Toilet** - Clean cistern, seat, bowl inside and also outside around the base. Don't forget the skirting tiles around the toilet.
- Laundry** - Clean both inside, outside and underneath of the trough, and remove any other items from trough cabinet or cupboard. Please ensure a plug is present.
- Tiling** - Make sure all tiling and grouting to the kitchen, toilet, bathroom and laundry areas are clean.
- Exhaust** - Vents and fan covers are to be clean of any dust and dirt.
- Air-conditioners** - Front vents and filters cleaned of built up dirt. Modern systems (wall type) - filters easily pull out and can be brushed down with a hand brush. If there is a ducted reverse cycle air-conditioner unit, the air intakes filter should be cleaned. This is usually on the ceiling in the passage area.
- Air-conditioning ceiling duct vents** - Please clean down if dusty or dirty.
- Cupboards/drawers** - Please clean/wash inside and out. Also doors and door frames, front and back of doors need to be cleaned.
- Curtains** - Wash any washable curtains and netting. If other curtains are visibly dusty or dirty, consider dry cleaning.
- Blinds** - If you have venetian blinds, clean off the blind slats. Any other type of blinds should be able to be wiped down.
- Floors** - Floors to be mopped/washed if needed. Please ensure corners and hard to get areas are also cleaned.
- Carpets** - Please ensure the carpets are cleaned. Be aware that if the carpets are not properly clean, this can result in professional carpet cleaning still being required.

OUTSIDE THE PROPERTY:

- Lawns** - Freshly mowed and edged (best done a couple of days before vacating).
- Gardens** - Remove any weeds, rubbish and build up of leaves etc.
- Guttering** - Please ensure that the gutters are freshly cleaned of any dirt/silt and leaves/twigs.
- Rubbish** - Remove any rubbish that you have placed at the property. Be sure to check behind sheds, under shrubs and trees. This includes lawn clippings piled and compost left.
- Paths** - Sweep paths and paving areas.
- Oil spillage removal** - Check and clean carport and garage floors, paths and driveway. If you have used a barbeque, check for any grease spots and spillages.
- Cigarette butts** - If there are cigarette butts lying around - please pick up and remove.
- Garages and tool sheds** - Please remove any items from inside and behind garages and tool sheds that belong to you, including rubbish.

If you have a pet:

- Pet droppings** - Please remove from gardens, lawns and any out of the way areas. Please dispose of in the bin - please do not bury them.
- Dog urine** - Remove/clean where you pet may habitually urinate (base of walls, verandah posts etc).
- Dog/Cat claw damage** - Check screen doors, flyscreens and curtains. Please replace the screen wire if required.
- Dog chew damage** - Please ensure watering systems are free of dog chew damage and are repaired accordingly.
- Pet hair** - Please ensure any visible pet hair inside is removed.