

## Vacating & Cleaning Checklist

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To avoid cleaning charges and unnecessary deductions from your bond, we have put together the checklist over the page as a guide. The property must be returned in the same condition as it was received at the commencement of the tenancy, taking into consideration fair wear and tear. Having the property ready to inspect will assist in a speedy return of your bond. Make sure your rent is paid up to your vacating date. All outstanding rent and invoices are paid prior to moving out.

- Return all keys (including extras cut during the tenancy), swipes, car park remote, air conditioner/dishwasher remote controls, owner's manual (USB or hard copy), key handover box by **4pm** on your vacate date (Rent will be charged until all keys are handed back to our office).
- Arrange professional clean of the Premises and provide the Agent with a vacate cleaning receipt. If the work is not carried out by a professional cleaner the Agent will arrange the professional vacate cleaning and the cost will be deducted from the Bond.
- Provide the office with your forwarding address, contact numbers, and bank details for a bond refund and arrange for your mail to be directed.
- Disconnect the electricity (5 days after your vacate date) / gas / electricity / water – advise the companies of your lease end date and arrange for final readings.
- Replace all blown light bulbs prior to vacating.

### **Please note the following:**

- To speed up the vacate process and bond refund, please make sure you have completed all your contractual obligations as per your Residential Tenancy Lease Agreement.
- KIN Real Estate will allow 24 hours for all items that require attention after the final inspection has been carried out. After this, a professional cleaner/trades person will be arranged, and the costs deducted from your bond.
- Any further time required may incur a daily rate of compensation on behalf of the lessor.
- Payment is to be made to the tradesman directly if required and cannot be deducted from your rental bond.

### **End of Lease Pest Control:**

If you have pets, please ensure you appoint a qualified cleaning company which specializes in cleaning properties which have been occupied by pets. Carpets are to be disinfected and the property fumigated for pet parasites, with a receipt provided to KIN Real Estate upon completion.

### **Required documents:**

- Vacate Cleaning Receipt if you have appointed a professional cleaner
- Pest treatment Receipt (if applicable)

### **Recommended Tradespeople:**

- A list of our recommended tradespeople can be provided upon request.

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Area	Recommendations
<b>Kitchen</b>	<ul style="list-style-type: none"> <li>Cupboards, benchtop, drawers to be washed inside and out.</li> <li>Oven &amp; dishwasher [including trays and racks], griller tray and cook top to be cleaned inside and out, free from grease, grime, food scraps and any strong odours.</li> <li>Exhaust fan/range hood to be cleaned and free from oil build up.</li> <li>Sink and taps to be washed and clean, free from soap scum / food scraps.</li> <li>Refrigerator [if applicable] must be defrosted, cleaned inside and out and left with the door ajar.</li> </ul>
<b>Bathroom/s</b>	<ul style="list-style-type: none"> <li>Tiles cleaned, grouting and ceiling free from mould.</li> <li>Vanity basins, taps, shower and bath cleaned, free of all soap scum or mould caused by renter's failure to take care.</li> <li>Exhaust fan cleaned and free from dust/mould.</li> <li>Toilet to be cleaned thoroughly and disinfected inside, outside and behind.</li> <li>Drawers and mirrors to be washed and clean, free from dust, marks, and smears.</li> </ul>
<b>Laundry</b>	<ul style="list-style-type: none"> <li>Laundry tub cleaned.</li> <li>Washing machine and dryer [if applicable] to be cleaned inside and out.</li> <li>Cupboards to be cleaned inside and out.</li> <li>Exhaust fan cleaned and free from dust/mould.</li> </ul>
<b>Bedrooms</b>	<ul style="list-style-type: none"> <li>Built in wardrobes – tracks cleaned.</li> <li>Mirrors cleaned, do not leave streaks.</li> </ul>
<b>All floor coverings</b>	<ul style="list-style-type: none"> <li>Carpets free of pet hair, stains, and any strong odours [such as urine]. If pets had been approved inside the property, the carpets are to be deodorized as well.</li> <li>Tiles and timber floors swept and mopped, free from dirt, dust, and stains.</li> <li>Kickboards / skirting board to be washed to remove scuff marks.</li> </ul>
<b>Walls and skirting</b>	<ul style="list-style-type: none"> <li>Cleaned and all marks removed throughout.</li> <li>Walls and skirting boards to be reasonably free of scuff marks, fingerprints, and dust.</li> </ul>
<b>Windows &amp; window covering</b>	<ul style="list-style-type: none"> <li>Cleaned inside and where able outside.</li> <li>Windowsills and tracks cleaned, free from dust and dirt.</li> <li>Venetian blinds / Curtains cleaned, free from dust and stains. [do not wash your curtain without prior approval].</li> <li>Insect screens are to be washed to remove dust and dirt.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Split system filter and vents cleaned / central unit vents cleaned.</li> <li>All light fittings should be in working order, clean and free from dust and insects.</li> <li>Power points / light switches are to be wiped over to remove fingerprints/grime.</li> <li>Ceiling fans to be free from dust.</li> <li>Remove cobwebs from inside and where able outside of the property.</li> <li>All rubbish must be removed from the property and disposed of correctly.</li> <li>Arrange for any hard rubbish to be removed and not left in common areas.</li> <li>If pets have been kept, the property must be treated for pests.</li> <li>Inventory must be in accordance with lease [if applicable].</li> <li>Premises clear of personal belongings [at end of the rental agreement].</li> <li>All sticky hooks or adhesives residuals to be removed and cleaned without causing damage to walls / door panels.</li> </ul>
<b>Pool &amp; Garden &amp; Garage (if applicable)</b>	<ul style="list-style-type: none"> <li>Please make sure you provided a copy of your last service report on the pool – not more than 5 days before vacate date.</li> <li>Garden beds and lawns to be weeded and neat.</li> <li>Lawns to be mowed unless this is the specific responsibility of the RRP.</li> <li>Garage / Carport floor area to be swept and any oil stains removed with appropriate cleaning products.</li> <li>Shed or garage [where provided] to be kept neat, tidy and emptied at the end of the rental agreement.</li> </ul>