

# Tenant Vacating Checklist

To assist you with the process of vacating your property we have created the following checklist. Your obligations under your Tenancy Agreement state that the property must be returned in the same condition as it was received at the commencement of the tenancy albeit fair wear and tear. By completing this checklist, enclosing the required documentation and having the property ready for the exit inspection you will assist in a speedy return of your Bond!

**Please note, under current legislation, you are liable for rent until the handover of the rental property has been completed ie. All keys have been returned and your obligations as a Tenant (including affecting repairs and doing cleaning) have been finalised.**

CLEANING					
Area	Details				COMPLETE
Floor coverings	<ul style="list-style-type: none"> <li>All floors must be clean and stains removed</li> <li>Tiles and timber floors mopped</li> <li><b>Carpets to be professionally cleaned by licensed contractor &amp; receipt must be enclosed</b></li> <li><b>Mattresses (where provided by agent) to be free of stains and professionally cleaned by licensed contractor &amp; receipt must be enclosed</b></li> </ul>				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lights	<ul style="list-style-type: none"> <li><b>All light bulbs to be replaced that have blown</b></li> <li><b>All light fittings to be cleaned and bugs to be removed</b></li> </ul>				<input type="checkbox"/> <input type="checkbox"/>
Windows	<ul style="list-style-type: none"> <li>Cleaned inside and where able outside</li> <li>Window / sliding door tracks cleaned</li> </ul>				<input type="checkbox"/> <input type="checkbox"/>
Window coverings	<ul style="list-style-type: none"> <li>Venetian blinds cleaned</li> <li>Curtains cleaned (<i>do not wash</i>)</li> </ul>				<input type="checkbox"/> <input type="checkbox"/>
Walls	<ul style="list-style-type: none"> <li>Marks removed from all walls throughout</li> </ul>				<input type="checkbox"/>
Bathroom	<ul style="list-style-type: none"> <li>All tiles cleaned, grouting and ceiling mould free</li> <li>Toilets washed inside and out</li> <li>Bathroom vanity free of all soap scum</li> <li>Exhaust fan clean</li> </ul>				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Kitchen	<ul style="list-style-type: none"> <li>All cupboards washed inside and out</li> <li><b>Oven, stove, cook top and griller free from grime / food scraps (<u>inc oven door, trays &amp; racks</u>)</b></li> <li><b>Exhaust fans cleaned and free from residue</b></li> <li><b>Dishwasher leaned and filter removed and fully cleaned</b></li> </ul>				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Bedrooms	<ul style="list-style-type: none"> <li>Built in wardrobes free from dirt and belongings and doors / mirrors cleaned</li> </ul>				<input type="checkbox"/>
Laundry	<ul style="list-style-type: none"> <li>Laundry tub cleaned</li> <li>Floors mopped</li> </ul>				<input type="checkbox"/> <input type="checkbox"/>
General	<ul style="list-style-type: none"> <li>External areas returned to same condition, including gardens, pools, garage</li> <li>All light fittings in working order, cleaned and free from dust</li> <li>All garbage bins clean (and empty where possible)</li> <li><b>Pest Control must be undertaken if there have been pets on the premises and receipt must be enclosed in this envelope</b></li> </ul>				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Keys	<ul style="list-style-type: none"> <li>Keys, access key cards and or remote controls for all locks/entrances returned</li> </ul>				<input type="checkbox"/>
HIVE PROPERTY GROUP'S TRUSTED SUPPLIERS					
Bond Cleaning	Brislander Cleaning	0405 535 420	Garden Maintenance	Brad's Backyard	0438 773 132
	Hive Cleaning	1300 882 326		Scuderi Services	0419 175 608
Pest Control	Rentokil	1300 307 576	Carpet Cleaning	Electrodry (Ron)	0418 720 939
	Prince Pest Solutions	0448 234 489		Hive Cleaning	1300 882 326