



PAT BARRETT
REALTY

TENANT VACATE CHECKLIST

A guide to assist in the return of your bond

The following are a number of items we may be checking to ensure your premises meet our standards when approving your Bond return. We are happy to recommend the names of professional carpet cleaners, pest control and cleaners who are familiar with the standard of this office.

Please re-check your *ENTRY CONDITION REPORT*, and after you have completed all cleaning and/or repairs you will be asked to complete an *EXIT CONDITION REPORT* which must be returned with your keys.

If any items are not completed to our satisfaction, a professional may be employed to rectify the faults and any fee for their services will be charged to you, or deducted from your bond. This could delay the refund of any bond monies owing to you. We can recommend trades people and cleaners who are familiar with the standards we require.

General

- Rent must be paid up to and including the vacating / lease end date
- All keys (including any newly cut keys) must be returned to our office by the vacating / lease end date.

**There is a charge of \$ 10 per key for any lost or non-returned keys.
- All personal property must be removed. (Any items remaining will be treated as abandoned goods)
- The inventory (if applicable) must be correct
- Remember to re-direct your mail and have the phone, electricity, gas cut off AFTER all cleaning is completed. If there is a pool on the premises, we would ask that you notify us of your meter reading date to ensure continuity of power
- **The property is not considered vacated until all documentation is completed and any remedial work (if required) has been carried out. Rent may be charged until this time.**

Cleaning

- **Kitchen:** all bench tops to be cleaned, sinks, including plug recesses scrubbed & wiped out and disposal units (if applicable) left clean
- **Cupboards/Wardrobes/Linen Presses:** All shelves & drawers including doors, door edges and external surfaces to be washed with suitable cleaner and any residue or marks removed. Remove dust from tops of cupboards
- **Stove:** Including all knobs, stove elements, hotplates (if you have a unit with solid coils, you are required to treat the coils with the recommended protector) surrounds, oven, oven racks, oven door, grill, and trays to be thoroughly cleaned. Many oven doors and control knobs can be removed for cleaning. (Mr Muscle or Selseys are recommended products).
- **Rangehood:** *Filters to be removed and cleaned, external surfaces to be cleaned and grease removed.*
- **Dishwasher:** Filters to be cleaned, washed through with a dishwasher cleaner, all surfaces wiped down and marks removed. Leave doors ajar.

- **Floor & Skirting Boards:** Flooring should be vacuumed and mopped, marks to be removed from vinyl floors, skirting boards also to be cleaned of dust/markings.
- **Carpets: *Must be cleaned / returned to the same standard they were initial presented in.*** Carpets should be vacuumed after furniture and all possessions have been removed and before the carpet cleaning occurs. We can arrange cleaning should you so wish.
- **Bathrooms:** Toilets to be cleaned and disinfected inside and out (toilet seats are to be unscrewed cleaned and then replaced). Mirrors cleaned and streak free. All tiles and grout to be cleaned and mould free. Shower screens cleaned and soap residue free. Floors mopped and disinfected. Basin and vanity cupboards cleaned inside & out.
- **Windows, Tracks & Sliding Doors:** Glass to be cleaned inside and out (if lowset). Window tracks and door tracks cleaned. Flyscreens and window sills cleaned. (Screens are usually best removed for cleaning but take care not to bend or damage frames) Pressure hosing of mesh is acceptable also.
- **Walls:** Marks on walls removed and grubby walls should be washed from top to bottom (sugar soap is effective)
- **Verticals & Venetian Blinds, Curtains or Drapes:** These must be left clean. Venetians dusted, curtains and drapes carefully washed or dry cleaned (if necessary). Connect plastic chain on verticals and where necessary replace. (If verticals require cleaning that is best done by professionals). Ensure dust is removed from tops of pelmets.
- **Light Fittings & Switches:** Any non-working standard light bulbs should be replaced and light fittings to be clean and free of internal insects. All switches & power points should be dust and mark free
- **Ceiling Fans:** Fans blades & body should be cleaned top and bottom
- **Clothes Dryer:** (where applicable) Remove and clean filters. Clean soap and grime from on, under and around laundry appliances
- **Carports, Storage Areas, Driveways, Patios, Pergolas & Garages:** Floors should be swept or washed, grease and oil marks removed and garage doors hosed down (be careful not to wet remote mechanisms if fitted)
- **Lawns & Gardens:** Lawns should be attended within 48 hours of key hand over. Mowing, gardens weeded and edges whipper snipped, chemical weeding to pavers, rocked areas & driveway as required. Lawn clippings are to be removed
- **Cobwebs:** Please remove all cobwebs both inside and outside of property
- **Rubbish:** All personal rubbish must be removed and the wheelie bins washed
- **Pets:** Where a pet has been kept on the premises at any time during your tenancy, a receipt for a **Professional** flea treatment (internal & external spray) must accompany the return of your keys. Your carpet cleaner should be able to provide this service.

Broken or Damaged Items: Any broken or damaged items must be repaired or replaced before bond can be released. Discuss any items with us as we may be able to recommend (or arrange) reasonably priced, reliable trades people.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT OUR OFFICE

Regards,
Pat Barrett Realty
Rental Department

Property Manager:

Jaimie: jaimiem@patbarrettrealty.com.au

We recommend the following companies to make your move easier:

Cleaning:

Caza's Cleaning	0410 543 944
Absolute Domestic	0420 347 309

Carpet Cleaning and Pest Control:

Astra Carpet Cleaning	0418 417 427
Bayside Carpet Cleaning	0417 779 737

Yard Maintenance, Mowing, Rubbish Removal etc.:

Daz Turner Garden Landscape	3822 2888
Bayside Garden Care & Mowing	0466 453 356

Vertical Blind Cleaning and Repairs:

Revival Blinds	0413 381 230
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Pool Servicing and Maintenance:

Marina Pools	3245 1966
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Professional Packing / Decluttering:

Simplify Beautify	0417 971 945
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