

Vacating Guide & Checklist

The Final Inspection

Only once the property has been fully vacated, cleaned and grounds made ready with keys returned can we commence our final inspection. It is important to note that if a final inspection time has been made and you are aware that you will not be fully ready for the inspection, please call us as soon as possible to rearrange another time.

We do not wish to travel to the property ready for the inspection and find the property not 100% ready.

Outstanding Monies/Damages

It is important to note that if you vacate with outstanding monies and damages, your details will be lodged on a national internet tenancy database. Even if your monies are eventually paid, this doesn't mean your details will be withdrawn from the database. **It is important to know your details may still be lodged for 5 years after your debt has been cleared, indicating there was originally a problem.**

Therefore due to the serious nature of these databases and how they can affect your future renting prospects, it is best that all monies owed be paid as soon as possible so no monies are owing.

Eviction

Should an eviction occur, your details will be lodged on the national internet tenancy database.

National Internet Tenancy Database

The national internet tenancy database is a collection of tenancy information on an internet website lodged by real estate agents, mostly regarding tenant default action like property damage, outstanding monies and eviction. All agents use this database to lodge tenant details. However, when agents are processing application forms, this database is also cross-checked. We are confident that should an agent checking an application find tenant default details lodged; the application will be promptly declined.

So we urge all of our tenants to ensure they pay their rent on time, keep the property clean, maintain the grounds and ensure the tenancy is finalised satisfactorily with no monies left owing, to avoid an unfortunate lodgement of their details.

For specific details regarding the database we use see www.fica.com.au

Getting the Property Ready for Vacating - Checklist

- **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** - please ensure you have all keys as handed to you at the start of tenancy. Also hand over any extra keys you have arranged to have cut.

Inside the Property

- **Walls** - please clean off any dirty marks, removable scuff marks, finger or food marks etc.
- **Ceilings** - please remove any cobwebs.
- **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.
- **Windows** - clean inside and out. Please note - nearly all modern sliding aluminium windows can be lifted and pulled out for easy cleaning. 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, 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 top and bottom, walls and. 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.
- **Toilet** - clean cistern, seat, bowl inside and also outside around the base. Don't forget the skirting tiles around the toilet.
- **Laundry** - clean both the inside and outside of the trough, and underneath. 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 intake 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 professionally cleaned.** Be aware that using cheap 'do it yourself' carpet cleaning hire machines may initially save on cost, but in the long run may cost you a lot more as they generally do not have the power to get carpets properly clean. This can result in

professional carpet cleaning still required after you have paid to hire a machine as well! Phone us for details of who we recommend and use for professional carpet cleaning.

Use a Quality Professional Carpet Cleaner

A quality professional carpet cleaner can really extract some ground in dirt from a carpet! Here is the dirty water being poured out of a machine after a job is completed on a normal wear carpet!

Outside the property

- **Lawns** - freshly mowed and edged (best done a couple of days before the tenant takes possession).
- **Gardens** - remove any weeds, any rubbish and built up 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.
- **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 etc.
- **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 your pet may habitually urinate (Base of walls, verandah posts etc.)
- **Dog stains** - to outside walls. Check where your dog regularly lies down, there might be 'tell tale signs' on walls 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.
- **Fumigation** - if your lease stipulates fumigation, please ensure this is arranged.

Trades Guide – Get Some Help to Get the Property Ready

Getting the property ready on time for inspection can be exhausting and sometimes employing some extra help is a smarter and better way to go.

The tiredness factor when moving out to another property and then having to return to the original rental property to clean and get the grounds and garden ready can be a real headache. That is why so many tenants cut corners and not do a thorough job. **This only then delays the bond refund process.**

Therefore to get your bond back quickly here are some tradespeople we trust, use and recommend on a regular basis. We use them also because of their reasonable rates.

Who we use and recommend-

Professional Cleaning – we use and recommend - **Proud Cleaning - 0406 570 277**

Window Cleaning - we use and recommend – **Allan's window cleaning - 54927540**

Carpet Cleaner - we use and recommend - **Brightaire Carpet Cleaning - 07 5491 7225**

Lawn Mowing/Gardening - we use and recommend – **Spectrum Mowing – 54935407**

Driveway Sprayer/Cleaner - we use and recommend – **Allan's window cleaning - 54927540**

Rubbish Removal - we use and recommend – **Beck's Home Maintenance - 54927540**

Handyman - we use and recommend – **R & Y Schoeman - 0402072139**

Pest Controller/Fumigator - we use and recommend - **Pest Busters - 5443 3909**