

Exit Guide for Tenants

Carrying out a final inspection when tenants vacate the property involves comparing the Move-in Report completed at the commencement of the tenancy with the final condition in which the tenants leave the property at the end of their tenancy. Legislation states that the tenant must leave the property in the same condition as it was at the commencement of the tenancy, taking into consideration normal wear and tear.

Naturally, both tenants and the managing agents dislike the time and expense of arranging additional cleaning after the lease is finished. To assist, we've provided the following checklist. It's certainly recommended and in your best interest to ensure the following items are attended to prior to vacating and completing your Move-out Inspection. This will help avoid the need to call you back or to make deductions from your security deposit. If the work done is not considered satisfactory by the Property Management, it will be re-cleaned and/or repaired at the tenant's expense.

GENERAL REQUIREMENTS:

- Curtains and blinds to be cleaned and dusted
- Screens to be removed carefully and hosed or brushed
- Windows, window sills, and tracks to be vacuumed and cleaned
- Doors, doorframes, and tracks to be left clean and undamaged
- Marks to be removed from walls carefully
- Cobwebs to be removed from ceiling cornices and walls
- All light fittings to be cleaned and free from insects
- All floors and base boards to be washed
- All ceiling fans throughout to be free from dust (If applicable)
- Clean all mirrors throughout including wardrobe door mirrors
- All exhaust fans throughout the property to be cleaned
- Air vents to be dusted
- All items on inventory to be accounted for and replaced if missing or damaged (If applicable)
- Air conditioner and furnace filters replaced (If applicable)
- Have chimney professionally cleaned and produce a receipt to our office (If applicable)
- Replace all blown light bulbs both inside and outside
- No trash to be left in or around the property

KITCHEN

- The oven and grill cleaned and drip trays cleaned of all grease
- Range hood cleaned including filters (If applicable)
- All cupboards cleaned inside and out
- Sink taps and disposal unit cleaned and polished (If applicable)
- Walls and tiled areas to be free from grease
- All benches and floors to be cleaned and free from grease
- The dishwasher left clean. Wipe over internal door and remove debris from the bottom drainer. (If applicable)
- Refrigerator to be defrosted and all surfaces to be cleaned, including shelves and crisper drawers, switch appliance off at the wall and leave door ajar (If applicable)

BATHROOMS

- Shower recess to be scrubbed
- Grouting to be free of all soap residue and mildew
- Shower curtain to be washed and shower screen to be cleaned (If applicable)
- All drains are to be clean and free from debris
- All mirrors and/or glass to be cleaned
- All drawers and cupboards to be cleaned
- Toilet to be cleaned thoroughly, including bowl, lid, seat, tank, and behind the toilet

LAUNDRY (If applicable)

- Washing machine and dryer filter to be cleaned out
- Clean laundry sink
- Cupboards to be cleaned thoroughly inside and out

OUTSIDE (If applicable)

- Lawn must be at original condition of your move in inspection.
- No trash to be left in the yard
- All garbage bins to be emptied and cleaned out
- Driveways, carports, garages, and any concrete areas to be free from oil and grease stains
- Garage floor area to be swept and cobwebs to be removed
- Cobwebs to be removed from outside eaves, awning, and ceilings

CARPETS

- Carpets are to be professionally cleaned and a carpet receipt produced to our office. If carpets are damaged beyond cleaning, they will need to be professionally repaired

DAMAGE

- Damage that occurs during the tenancy must be rectified at the tenant's cost

PETS (If applicable)

- Professional pest control for fleas/ticks inside and out. Receipt must be produced to our office
- Professional duct cleaning of all air ducts in the home. Receipt must be produced to our office
- Professional carpet cleaning must also include a full sanitization. Receipt must be produced to our office
- All pet feces must be cleaned from the premises
- Any damage caused by pets must be rectified at the tenant's cost

IMPORTANT

- Contact property management to book an appointment for the final inspection
- Disconnect and pay all utilities that you are responsible for – tenant is responsible for their utilities up until the end date of their lease. Please notify Property Management of utility end date.
- Redirect your mail address – Property Management will not re-address mail
- Pay any outstanding rent prior to vacating
- Provide a forwarding address for the return of your security deposit

REMEMBER

- Rent and utilities must be paid up to and including the day your lease ends
- All receipts of professional cleaning must be provided to Property Management
- This is a general guide. Some properties may have more or less recommendations for move out. Please consult with us if you have any questions.