

# Vacating checklist

Prior to vacating, the tenant must complete all items below. When completed, please contact the managing agent to arrange a mutual time to complete an outgoing inspection. If no agent exists, please contact Housing Services.

This checklist will be used to determine whether any tenant charges will apply. It is in your interest to attend and complete an outgoing inspection with the agent to discuss any potential tenant charges related to the tenancy.

	<b>Completed (tick)</b>
<b>Remove all personal items and effects from the dwelling</b>	<input type="checkbox"/>
<b>Disconnect utilities with service providers – telephone, gas and electricity</b>	<input type="checkbox"/>
<b>Bathroom</b>	
Cabinets and vanity – empty, clean and wipe out. Clean glass and mirrors where applicable.	<input type="checkbox"/>
Exhaust fans – remove and clean protective covers	<input type="checkbox"/>
Shower screen and recess – scrub and remove all soap residue and mould, including tiles and grout	<input type="checkbox"/>
Wall tiles – scrub and remove all soap residue and mould from tiles and grout	<input type="checkbox"/>
<b>External</b>	
Verandahs and garage floors – clean and remove any oil and/or grease stains	<input type="checkbox"/>
Garden – remove any debris and rubbish. Correct/rectify any damage caused by animals.	<input type="checkbox"/>
Lawns to be mowed and clippings removed (this item applies to houses only)	<input type="checkbox"/>
Guttering – remove leaves and debris (this item applies to houses only)	<input type="checkbox"/>
Garage, carport and storeroom – remove all rubbish and personal possessions, and sweep	<input type="checkbox"/>
<b>Kitchen</b>	
Drawers, cupboards and bench tops – empty, clean and wipe down	<input type="checkbox"/>
Exhaust fans – remove and clean protective covers	<input type="checkbox"/>
Refrigerator and freezer (furnished villa units only) – empty, defrost and clean. Switch off power and leave doors ajar to prevent mould.	<input type="checkbox"/>
Stove – clean stove, griller, drip trays, oven and burners and general body of stove (behind stove where possible)	<input type="checkbox"/>
<b>Laundry</b>	
Laundry tub – wash and remove any stains or soap residue, wipe over taps	<input type="checkbox"/>
Dryer and Washing Machine (furnished villa units only) – remove and clean lint filters. Wipe over appliances.	<input type="checkbox"/>
<b>Throughout dwelling</b>	
Air vents – dusted	<input type="checkbox"/>
Carpet – cleaned, marks and stains removed	<input type="checkbox"/>
Cobwebs – remove throughout premises (internal and external)	<input type="checkbox"/>
Cupboards, drawers and storage/wardrobes cupboards – emptied, shelving wiped down and 'face' panels cleaned	<input type="checkbox"/>
Curtains and/or blinds – cleaned and dusted	<input type="checkbox"/>
Doors, skirting and architraves – dusted and washed	<input type="checkbox"/>
Floors, lino and floors to wet areas (laundry, bathroom and toilet) – swept and mopped	<input type="checkbox"/>
Furniture (furnished villa units only) – spot cleaned and dusted	<input type="checkbox"/>
Globes and fluorescent tubes – in working order. Do not remove globes and fluorescent tubes when vacating.	<input type="checkbox"/>
Light fittings – remove light fittings, dust, clean and refit	<input type="checkbox"/>
Walls – remove marks with light sponging	<input type="checkbox"/>
Windows, sills and flyscreens – cleaned	<input type="checkbox"/>
<b>Return all keys (including copies) to the managing agent. Where no agent exists, please contact Housing Services to be advised of the nominated representative. Do not leave keys with neighbours or other tenants if you are sharing.</b>	<input type="checkbox"/>