

Vacating Guide - Checklist

Your aim is to return the property back in the same condition as when you moved in, fair wear and tear accepted (review your original entry condition report).

We strongly recommend you consider employing the services of an end of lease cleaner, gardener and pool cleaner. Please refer to our suggested tradespeople within the vacate letter or contact your Property Manager.

If you elect to complete the cleaning/gardening yourself, we suggest you assign each person a task so each one can tick off their tasks when complete. Remember, if you don't hand your keys back on the day vacated, you may be liable for additional rent each day there is a delay.

Part 1. to do before you start to move.

Non-cleaning items to be done ASAP

- ☐ **Pay all rent and outstanding invoices up to vacate date.**
- ☐ Speak to your Property Manager about LJ Hooker Assist, this is a service we provide to help connection/dis-connecting utilities and booking removalist/trucks.
- ☐ Book professional carpet cleaning and end of lease cleaning to be done after furniture is moved out
- ☐ Notify your property manager of any repairs or maintenance required on the property, using the maintenance tracker app.
- ☐ Provide your forwarding address to your Property Manager
- ☐ If you have a pet, book professional flea treatment to be done after furniture is moved out.
- ☐ Book in Chimney Sweep for any fireplaces

Preliminary Cleaning

- ☐ Clean the inside of all windows, including window tracks
- ☐ Ensure all curtains and blinds are clean
- ☐ Wash all walls; remove scuffing and marks
- ☐ Keep the kitchen and bathrooms as clean as possible
- ☐ General garden tidy up

Part 2: Final inspection cleaning guide

All Rooms

- ☐ **Remove all personal belongings**
- ☐ Air conditioner and heater – clean filters and air vents
- ☐ Batteries – ensure all remote controls are working
- ☐ Carpets – must be cleaned by a professional company and receipt provided
- ☐ Ceiling fans – dust and wipe, particularly top surface
- ☐ Cobwebs – remove inside and out
- ☐ Cupboards, chests, wardrobes – leave empty, dust and clean shelves, doors etc

- ☐ Doors, door frames and door handles – dust and wipe clean
- ☐ Electrical outlets and light switches – dust and wipe clean
- ☐ Floors – sweep and clean non-carpeted floors
- ☐ Light fittings – dust and clean, remove any insects. Replace bulbs where necessary
- ☐ Skirting boards, architraves and cornices – dust and wipe
- ☐ Walls – remove all marks and spots
- ☐ Windows – clean glass inside & out, window tracks, screens and sills
- ☐ Blinds to be free of dust and dirt
- ☐ Curtains to be mould free and dust free

Kitchen

- ☐ Bench, tiles and splashbacks – cleaned, all grease removed
- ☐ Dishwasher – clean thoroughly inside and out. Remove and clean filters and cutlery basket. Clean seals and door hinges. Leave door open after cleaning to prevent mould.
- ☐ Drawers and cabinets – empty, vacuum and wipe clean
- ☐ Exhaust fans/range hoods – clean filter and exhaust fan cover, replace blown light bulbs
- ☐ Kickboards – cleaned
- ☐ Oven/Stove – clean burners, griller, drip trays, inside oven, and the general body of the stove
- ☐ Sinks – clean and remove any stains or soap residue, ensure plugs remain
- ☐ Taps – clean and turn off properly before leaving

Bathroom

- ☐ Shower/bath/tiling – clean wall tiles including grout, screen and shower recess and bath
- ☐ All areas should be free of soap residue, mould and hair. Wash or replace shower curtain
- ☐ Cabinets/drawers – empty, and clean
- ☐ Sinks – clean and remove any stains or soap residue, ensure plugs remain
- ☐ Taps – clean and turn off properly before leaving
- ☐ Toilets – clean thoroughly inside and out
- ☐ Exhaust fans – remove all dust
- ☐ Heat lamps – replace any blown heat lamps

Laundry

- ☐ Cabinets/drawers – empty and clean
- ☐ Sinks/basins – clean and remove any stains, soap residue, mould or hair, ensure plugs remain
- ☐ Taps – clean and turn off properly before leaving
- ☐ Washing machine/dryer – clean inside and out, empty or replace filters. Leave doors open to prevent mould
- ☐ Exhaust fans – remove all dust and lint
- ☐ Bench, walls, ceiling, tiles and splashbacks – dust free and clean

Outside

- ☐ Concrete – sweep and remove oil and grease stains
- ☐ Decks and Paving – sweep and hose down
- ☐ Balcony and courtyard – sweep, mop and scrub floors, remove cobwebs
- ☐ Garage/storage areas – clear out personal belongings, clean, remove cobwebs and leave dust free
- ☐ Garden and lawn – remove all debris and rubbish, mow lawns, trimming and pruning where appropriate, edges done, mulch, remove all weeds from garden, paths and gravelled areas and leave neat and tidy.
- ☐ Bins – empty and clean
- ☐ Pool and spas – clean and free of algae, filters cleaned and provided pool equipment remains. Lock pool gate

Furnished Properties

- ☐ Refrigerators, washing machines and any other appliances to be cleaned
- ☐ Furniture dusted and polished
- ☐ Couches/sofas to be professionally cleaned and receipt provided
- ☐ Linen to be professionally cleaned and receipt provided
- ☐ All items on inventory to be accounted for and placed as per inventory

Professional Cleaners

- ☐ ACT 1 Stop Northside Professional Cleaning: 0481 299 788
- ☐ Dream City Cleaning: 0410 662 678
- ☐ FBI Property Services Canberra: 0402 475 346
- ☐ I Clean Carpets: 6255 7719 or 0412 341 937