

# VACATING CHECKLIST

To enable an expedited bond refund, please ensure that the following items are attended to prior to vacating and on vacating date:-

## **CEILINGS / WALLS / FLOORS**

Make sure that all ceilings, walls and floors are cleaned.

## **CARPETS**

To be professionally shampooed when you have actually vacated the property. Receipt to be handed in with keys on vacating date.

## **LIGHT FITTINGS**

All light bulbs are to be working and shades to be cleaned.

## **VANITY SINK / BATH / SHOWER SCREEN / LAUNDRY TUB**

Ensure all soap residues and mildew is cleaned off these areas. All fittings and pipework to be cleaned.

**TOILET** To be cleaned inside and out – don't forget the pipework.

**KITCHEN CUPBOARDS** Ensure that all cupboards and drawers are clean inside and out.

## **STOVE / GRILL / OVEN**

Dismantle and clean under griller, clean under elements, clean oven. Don't forget to clean shelves. Slide out unit from wall and clean behind and on both sides. Make sure elements are in working order. Remove and clean filters in the exhaust fan over the stove.

## **CURTAINS**

To be cleaned, ironed and re-hung or dry cleaned, where necessary. Vertical drapes are to be wiped over and dusted clean.

## **WINDOWS**

Glass to be cleaned inside and out. Screens, tracks, frames and sills to be cleaned. Windows and doors are to be left closed and locked.

## **CARPORT / GARAGE AREA**

All grease and oil to be removed from floor.

## **GROUNDS**

Where tenant is responsible, lawns to be mowed, edge trimmed and gardens weeded.

## **WHEELIE BINS**

To be emptied, cleaned and placed in a safe place for security (garage if available). Should this bin not be on the property at vacating, a fee will be charged (as per current Council rate) for the replacement of the bin.

## **PEST CONTROL**

Where pets have been approved, property to be treated for fleas & ticks inside and out, after carpets have been shampooed. Receipt to be handed into office with keys.

**TAPS** Please ensure taps are not left running.

## **EXTERIOR OF PROPERTY**

Exterior to be cleaned, plus make sure all cobwebs are removed.

## **DAMAGES**

All damage to the property must be attended to prior to vacating.

**When keys are handed back into Mackay Rentals it will be deemed the property is clean as per cleaning sheet, if any cleaning is required, a professional cleaner will be employed and cost will be charged to the tenant.**