KIN REAL ESTATE

Vacating & Cleaning Checklist

To avoid cleaning charges and unnecessary deductions from your bond, we have put together the checklist over the page as a guide. The property must be returned in the same condition as it was received at the commencement of the tenancy, taking into consideration fair wear and tear. Having the property ready to inspect will assist in a speedy return of your bond.

- Make sure your rent is paid to your vacating date. All outstanding rent and invoices are paid prior to moving out.
- Return all keys (including extras cut during the tenancy), swipes, car park remote, air conditioner/ dishwasher remote controls, owner's manual (USB or hard copy), key handover box by **4pm** on your vacate date (Rent will be charged until all keys are handed back to our office).
- Thoroughly clean the Premises and steam clean all carpeted area.
- Arrange for your mail to be directed.
- Disconnect the electricity (2 days after vacate date) / gas / electricity / water – advise the companies of your lease end date and arrange for final readings.
- Replace all blown light bulbs prior to vacating.

Please note the following:

- To speed up the vacate process and bond refund, please make sure you have completed all your contractual obligations as per your Residential Tenancy Lease Agreement.
- KIN Real Estate will allow 24 hours for all items that require attention after the final inspection has been carried out. After this, a professional cleaner/trades person will be arranged, and the costs deducted from your bond.
- Any further time required may incur a daily rate of compensation on behalf of the lessor.
- Payment is to be made to the tradesman directly if required and cannot be deducted from your rental bond.

End of Lease Pest Control:

If you have pets, please ensure you appoint a qualified cleaning company which specialises in cleaning properties which have been occupied by pets. Carpets are to be disinfected and the property fumigated for pet parasites, with a receipt provided to KIN Real Estate upon completion.

Required documents:

- Vacate Cleaning Receipt if you have appointed a professional cleaner
- Flea treatment Receipt (if applicable)

Recommended Tradespeople:

- A list of our recommended tradespeople can be provided upon request.
- Cleaners: **All Clean:** 0431 999 992 (Wechat code: allclean88) or / **APL Cleaning**: 0430 296 799

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Area	Recommendations	Completed
Kitchen	• Cupboards to be washed inside and out. • Bench tops to be washed and clean. • Drawers to be washed and clean. • Oven [including oven trays and racks], griller tray and cook top to be cleaned and free from grime. • Exhaust fan/range hood to be cleaned and free from oil build up. • Sink and taps to be washed and clean. • Dishwasher [if applicable] must be cleaned inside and out. • Refrigerator [if applicable] must be defrosted, cleaned inside and out and left with the door ajar.	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Bathroom/s	• Tiles cleaned, grouting and ceiling free of mold. • Vanity basins, taps, shower screens and bath free of all soap scum. • Exhaust fan cleaned and free from residue. • Toilet to be cleaned thoroughly and disinfected inside, outside and behind. • Drawers to be washed and clean. • Mirrors to be washed and clean.	☐ ☐ ☐ ☐ ☐ ☐
Laundry	• Laundry tub cleaned. • Washing machine and dryer [if applicable] to be cleaned inside and out. • Cupboards to be cleaned inside and out.	☐ ☐ ☐
Bedrooms	• Built in wardrobes – tracks cleaned. • Mirrors cleaned, do not leave streaks.	☐ ☐
All floor coverings	• Carpets are to be professionally cleaned and receipt provided. If pets had been approved inside the property, the carpets are to be deodorized as well. • Tiles and timber floors swept and mopped. • Kickboards to be washed to remove scuff marks.	☐ ☐ ☐
Windows	• Cleaned inside and where able outside. • Window sills and tracks cleaned.	☐ ☐
Window coverings	• Venetian blinds cleaned. • Curtains cleaned [do not wash without prior approval]. • Insect screens are to be washed to remove dust and dirt.	☐ ☐ ☐
Pool (if applicable)	• Please make sure you provided a copy of your last service report on the pool – not more than 5 days before vacate date [if applicable]	☐
Walls and skirting	• Cleaned and all marks removed throughout.	☐
General	• All light fittings in working order, clean and free from dust and insects. • Power points and light switches are to be wiped over to remove finger prints/grime. • Ceiling fans to be free from dust. • Remove cobwebs from inside and outside of the property. • All rubbish must be removed from the property and disposed of correctly. • Arrange for any hard rubbish to be removed and not left in common areas. • If pets have been kept on the premises, the property must be treated for fleas. • External areas returned to same condition as commencement of tenancy, including gardens, pools, and garage. • Garage floor area to be swept and any oil stains removed with appropriate cleaning products. • Inventory must be in accordance with lease [if applicable].	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

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