

Vacate Cleaning Guideline

Please use this handy checklist to ensure you or the cleaners you have employed have checked off all the areas your property manager will be looking over upon the final inspection.

Halls & Bedrooms	Windows	<input type="checkbox"/>	Inside all Cupboards	<input type="checkbox"/>
	Walls and Floors	<input type="checkbox"/>	Lights/fan/Switches	<input type="checkbox"/>
	Blinds/Curtains	<input type="checkbox"/>	Skirtings	<input type="checkbox"/>
	Built in Wardrobes	<input type="checkbox"/>	Door	<input type="checkbox"/>
Kitchen	Walls and floors	<input type="checkbox"/>	Inside all Cupboards	<input type="checkbox"/>
	Lights/fan/switches	<input type="checkbox"/>	Stove/Oven/Rangehood	<input type="checkbox"/>
	Sink	<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>
	Microwave/Fridge	<input type="checkbox"/>	Skirtings/Splashbacks	<input type="checkbox"/>
	Windows	<input type="checkbox"/>	Door	<input type="checkbox"/>
Bathrooms	Walls/Tiles	<input type="checkbox"/>	Floors/Drains	<input type="checkbox"/>
	Lights/Fans/switches	<input type="checkbox"/>	Shower/Bath	<input type="checkbox"/>
	Mirror	<input type="checkbox"/>	Vanity/Cupboards	<input type="checkbox"/>
	Doors/Windows	<input type="checkbox"/>	Inside all Cupboards	<input type="checkbox"/>
Laundry	Walls	<input type="checkbox"/>	Floors/Drains	<input type="checkbox"/>
	Behind appliances	<input type="checkbox"/>	Appliances	<input type="checkbox"/>
	Lights/Fans/Switches	<input type="checkbox"/>	Doors	<input type="checkbox"/>
	Sink	<input type="checkbox"/>	Inside all Cupboards	<input type="checkbox"/>
Living Areas	Windows	<input type="checkbox"/>	Heating Vents	<input type="checkbox"/>
	Walls/Floors	<input type="checkbox"/>	Lights/Fan/Switches	<input type="checkbox"/>
	Blinds/Curtains	<input type="checkbox"/>	Skirtings	<input type="checkbox"/>
	Lights/Fittings	<input type="checkbox"/>	Fireplaces/Mantels	<input type="checkbox"/>
	Inside Cupboards	<input type="checkbox"/>	Doors	<input type="checkbox"/>
External	Garage/Carspace	<input type="checkbox"/>	Gardens/Lawns	<input type="checkbox"/>
	Bins	<input type="checkbox"/>	Letterbox	<input type="checkbox"/>
	Courtyard/balcony	<input type="checkbox"/>	Railings	<input type="checkbox"/>
	Lights/Fittings	<input type="checkbox"/>	Back Door	<input type="checkbox"/>
	Pathways	<input type="checkbox"/>	Front Door	<input type="checkbox"/>

Signed _____ Date: _____

Extra Tips

ALL tenant goods and garbage to be removed from the property.

DO NOT LEAVE ANYTHING ON THE NATURE STRIP UNLESS YOU HAVE ARRANGED WITH THE LOCAL COUNCIL FOR COLLECTION THAT DAY

Please note: that any goods left without a collection date will be removed at the tenant's expense.

Organise a pest spray if required under your lease terms

If property is alarmed please leave it off and inform your Property Manager

Ensure the property is secure when leaving – do not leave any windows open

How to Ensure a Speedy Bond Refund

We're sad to see you go but to help you on your way we've put together some information and checks that you can use to ensure nothing is missed so that we can proceed in refunding your bond as quickly as possible upon vacating.

I HAVE

<input type="checkbox"/>	Provided my Property Manager with my forwarding address (if I have found a new home)
<input type="checkbox"/>	Asked my Property Manager for assistance with a new rental property (if I haven't already found one)
<input type="checkbox"/>	Looked over my Ingoing Condition Report (or requested a copy if lost)
<input type="checkbox"/>	Advised my Property Manager of any possible issues regarding the condition of the property
<input type="checkbox"/>	I have been advised of my pre-vacate inspection with my Property Manager
<input type="checkbox"/>	Organised my removalists or arranged assistance with moving
<input type="checkbox"/>	Followed the cleaning guidelines (attached) or arranged a cleaner
<input type="checkbox"/>	Handed back all keys, security devices & remotes as provided to me upon moving in as per my signed key sheet
<input type="checkbox"/>	Arranged closure/redirection of my utility accounts – connection utility service i.e. Direct connect referral
<input type="checkbox"/>	Organized redirection of mailing addresses
<input type="checkbox"/>	Given the property manager the best contact details to reach me in regards to finalizing the bond refund

Important Information Regarding your Bond

The *Residential Tenancies Act 1997* has specific provisions for both tenants and agents upon a tenant vacating a property.

Some of these include-

1. The tenant cannot use their bond or any part of it as rent. There is a \$1,000 penalty that could be applied if a tenant attempts to do so.
2. The agent cannot enforce access to the property until the last fourteen days of the tenancy.
3. The bond can only be released by the Residential Tenancies Bond Authority by their receipt of:
 - a. A Bond Claim form that has been signed by all parties to the tenancy, that is all tenants who originally lodged and signed the bond form plus the agent; or
 - b. An order from the Victorian Civil and Administrative Tribunal; or
 - c. A Court order.