

# MELBOURNE

## RENTAL PROFESSIONALS

### VACATING GUIDE

The following list has been prepared to assist you when vacating the property you have been renting;

- Stove and oven (dishwasher if applicable) are to be thoroughly cleaned, including trays, griller & drip tray. Take care in cleaning control panel knobs & chrome surrounds
- Exhaust fans/Rangehood & covers to be cleaned & dusted
- Venetian blinds/Verticals/curtains and drapes to be cleaned & dusted on both sides
- Windows and window sills are to be cleaned & washed inside and outside.
- Flyscreens to be brushed and free of dust & dirt build up
- All cupboards & draws to be cleaned inside & out and left empty with no crumbs or dust
- All Light fittings to be cleaned & dusted
- All floors to be swept & washed
- Doors & light switches to be cleaned of any finger/hand prints
- Walls and skirting boards to be cleaned with finger/hand prints & scuff marks removed.
- Remove any cobwebs from ceilings, light fittings, internal cornices, cupboards, external eaves & windows.
- Bath and basin to be cleaned and grouting scrubbed & left free of grime
- Shower recess, tiling and glass panels to be cleaned and all soap scum removed.
- Toilet including seat & pedestal thoroughly cleaned
- Kitchen sink & laundry trough cleaned and free of dust & grime
- Lawns to be mowed & edges trimmed and the garden left neat, tidy & free of weeds
- Driveways and concrete areas to be left free of oil and grease stains
- Garden shed or garage to be clean, free of rubbish and oil or grease stains.
- Please ensure you have arranged for all hard rubbish to be collected prior to your vacate date. Should any rubbish remain at the property you will be charged for the removal cost.
- Carpets to be vacuumed and then arrangements made for professional steam cleaning with receipts to be handed in with the keys & rent card.
- Advise all services (ie phone, gas, electricity, water etc) of change of address and arrange final readings.
- Ensure the MAIN SWITCH in the fuse box is switched OFF (so that electricity can be connected for a new tenancy)
- Arrange for all copies of keys, the rent card & carpet cleaning receipt to be returned to Harcourts Real Estate Wantirna by the due date and supply a forwarding address and phone numbers for the bond return.

**N.B. No responsibility will be taken for mail delivered to the premises after you have vacated.**

**Please contact the Post Office with your change of address.**