

Naturally both tenants and the managing agents dislike the time and expense of arranging additional cleaning after the lease is finished. To assist we've provided the following checklist.

It's certainly recommended and in your best interest to ensure the following items are attended to prior to vacating and handing back the keys. This will help avoid the need to call you back or to make deductions from your bond.

GENERAL REQUIREMENTS

- Curtains, venetians and blinds to be cleaned and dusted
- Insect screens to be removed carefully and hosed or brushed
- Windows, window sills & tracks to be vacuumed & cleaned
- Doors, doorframes & tracks to be left clean and undamaged
- Marks to be removed from walls with sugar soap or similar product
- Cobwebs to be removed from ceiling cornices & walls & exterior of property
- All light fittings to be cleaned and free from insects
- All floors and skirting boards to be washed
- All ceiling fans throughout to be free from dust (if applicable)
- Clean all mirrors throughout including wardrobe door mirrors (if applicable)
- All exhaust fans throughout the property to be cleaned
- Air vents to be dusted
- All items on inventory to be accounted for and replaced if missing or damaged (if applicable)
- Air Conditioner and Heat pump filters to be cleaned (if applicable)
- Replace all blown light globes both inside and outside the property
- Have the chimney or wood heater flue cleaned and provide a receipt (if applicable)

KITCHEN

- The oven and grill cleaned and lined with foil. Drip trays to be cleaned of all grease
- Range hood cleaned including the filters (where applicable)
- All cupboards cleaned inside and out
- Sink taps and disposal unit (if applicable) cleaned and polished
- Walls and tiled areas to be free from grease
- All benches and floors to be cleaned and free from grease
- The dishwasher left clean. Wipe over internal door, remove debris from bottom drainer (if applicable)
- Refrigerator to be defrosted and all surfaces to be cleaned, including shelves and crisper drawers, switch appliance off at the wall and leave door ajar (if applicable)

BATHROOM & ENSUITES

- Shower recess to be scrubbed
- Grouting to be free of all soap residue & mildew
- Shower curtain (if applicable) to be washed and shower screen to be cleaned
- All plugholes are to be clean and free from debris
- Mirrors to be cleaned
- All drawers and cupboards to be cleaned
- Toilet to be cleaned thoroughly, including bowl, lid, seat, cistern and behind the toilet.

LAUNDRY

- Washing machine and clothes dryer filter to be cleaned out
- Clean under laundry tub and clean plughole
- Cupboards to be cleaned thoroughly inside & out

OUTSIDE

- Lawns to be mowed and edges trimmed within 2 to 3 days of vacating (if applicable) (please don't dump grass clippings or tree off cuts in garden beds or behind sheds)
- Flower beds and pebble areas to be weeded (if applicable)
- No rubbish to be left in the gardens or around the property (if applicable)
- All garbage bins to be emptied and washed clean
- Driveways, carports, garages and any concrete areas to be free from oil and grease stains
- Garage floor area to be swept and cobwebs removed
- Cobwebs to be removed from outside eaves, awning & ceilings (where applicable)

PEST CONTROL

If pets have been kept on the premises then you must have the property professionally pest controlled for fleas inside and out and produce a receipt to our office.

CARPETS

Carpets are to be professionally cleaned and a carpet receipt produced to our office with the return of the keys. Supermarket carpet cleaners are not acceptable.

DAMAGE

Damage that occurs during the tenancy must be rectified at the tenants cost.

IMPORTANT

- Contact Baxton Property Management to book an appointment for the final inspection
- Contact Aurora for final reading of electricity supply after the final inspection has been conducted
- Disconnect the telephone
- Disconnect any pay TV and broadband connections
- Redirect your mail address – forms at Australia Post. Baxton Property Management will not re-address mail.
- Pay any outstanding rent prior to vacating date
- Provide a forwarding address to Baxton Property Management

REMEMBER...

- Rent must be paid up to and including the day all keys are returned to the office.
- If you pay your rent via the RentPay service with either Direct Debit or B/Pay, it is your responsibility to cancel your account after all of your rent is paid. To do this, please call RentPay on 1300 306 801 or visit their website, www.rentpay.com.au.
- Please feel free to call our office to ensure all rent is paid to the correct date.
- Please remember to cancel your electricity account with Aurora Energy. The electricity must remain connected until after the final inspection has been completed.

What does "Clean" and "Fair Wear & Tear" mean?

Carrying out a Final Inspection when tenants vacate the property involves comparing the Entry Condition Report completed at the commencement of the tenancy with the final condition in which the tenants leave the property at the end of their tenancy. Legislation states that the tenant must leave the property in the same condition as it was at the commencement of the tenancy, taking into consideration Fair Wear & Tear.