

Exit Cleaning Guide for Tenants

To assist you in getting the property ready for the Exit Condition Report we've provided the following checklist. It is 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, washed or dry cleaned according to fabric and as required
- Insect screens to be removed carefully and hosed and brushed
- Windows, Windowsills and tracks to be vacuumed and cleaned
- Doors, door frames and 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 and walls
- 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 vertical blind strings to be attached and secure
- All items on inventory to be accounted for (if applicable)
- Air conditioners and filters to be cleaned (if applicable)

Kitchen

- The oven and grill cleaned. Drip trays to be cleaned of all grease.
- Range hood cleaned including the filters (where applicable)
- All cupboards cleaned inside and out (don't forget the tops of the cupboards)
- 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 dirt and grease (don't forget the corners)
- The dishwasher left clean. Wipe over internal door, remove debris from the 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 and Ensuite

- Shower recess to be scrubbed
- Grouting to be free of all soap residue and 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 wiped over
- 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 and out

Carpets

Carpets are to be professionally cleaned and a carpet receipt produced to our office with the return of the keys. Please note that if you choose not to use our offices' recommended carpet cleaners you could be liable to have the carpets re-cleaned should they not meet our standard of cleanliness.

Outside

Lawns to be mowed and edges trimmed 2-3 days before vacating (please don't dump grass clippings or tree off-cuts in the garden beds or behind sheds)

Flower beds and pebble areas to be weeded

No rubbish to be left in the gardens or around the property

All garbage bins to be emptied and washed cleaned

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 and ceilings

Pest Control

If pets have been kept on the property then you **MUST** have the property professionally pest controlled for fleas inside and out and produce the receipt to our office

Damage

Damage that occurs due to the tenants' neglect must be rectified at the tenants cost.

Important Reminders

Contact your energy supplier for a final reading of electricity supply

Disconnect the telephone

Disconnect and pay TV and broadband connections

Redirect your mailing address – forms are available at Australia Post

Rent and Keys

Rent **MUST** be paid up to and including the day the keys are returned to the office.

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

Carrying out a Final Exit Inspection when tenants vacate a property involves comparing the Entry Condition Report completed at the commencement of the tenancy with the final condition in which the tenant leaves 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 and tear.

As property managers this is a challenge that we deal with every time our tenants vacate. Our office has very high expectations and standards when it comes to carrying out final inspections. It's our expectation that the property is to be left in as near as the same condition as it was at the commencement of each tenancy.

So what does "Fair wear and tear" mean? We must first determine if the property has been left clean as we are often told that marks on walls, doors and skirting boards are "fair wear and tear" but in fact they just need to be cleaned thoroughly. The definition of "Fair wear and tear" is: "Minor Signs of usage over a protracted period of time"

Areas that are not considered Fair Wear and tear:

Holes in Fly Screens

Marks / Damage to the Carpets

Marks / Damage to walls including inside robes

Marks / Damage to Drapes

Dead insects in light fittings

Dusty / Dirty window tracks, door tracks and robe tracks

Chipped tiles

Our policy is this "if it is clean and undamaged when tenants move in, then we expect it to be clean and undamaged when you move out."

If you have any further questions please contact the property management department.

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