



Information for Vacating Tenants

This guide outlines the expectations when vacating your property. It is not exhaustive but covers key areas to help ensure a smooth transition. A **pre-vacation inspection** can be requested to assist with preparation.

Inside the House



General Cleaning

- Clean all surfaces and remove marks.
- Remove all rubbish from inside the house.
- Remove all spider webs (internal and external).



Windows & Doors

- Clean flyscreen doors, tracks, and frames.
- Clean windows, tracks, sills, and flyscreens.
- Clean all doors, skirting boards, and architraves.



Curtains & Blinds

- Ensure all stains are removed from curtains.
- Dust and clean vertical, holland and venetian blinds.



Lighting & Fixtures

- Clean ceiling fans, exhaust fans, and air vents.
- Dust and clean light fittings, switches, and covers (remove dead insects).



Kitchen

- Clean kitchen sink.
- Empty and wipe kitchen drawers and cupboards (internal & external).
- Clean stove (including griller, drip trays, oven, burners, hot plates, and behind the stove).



Laundry

- Clean laundry trough.
- Wipe down laundry cabinets.



Bathroom & Toilet

- Clean toilet seat, pedestal, and cistern.
- Clean floor waste pipe outlets (laundry, bathroom, toilet).
- Scrub bathroom tiles, cabinets, shower recess, grouting, and shower screen.



Floors

- Clean under all furniture.
- Wash vinyl and tiled floors.
- Professionally clean carpets (provide receipts).



Outside the House



Yard & Garden

- Remove all rubbish (including animal waste).
- Mow lawn and trim edges around plants and fences.
- Remove weeds from garden beds, stone areas, and around sheds.



Outdoor Areas

- Sweep all external areas.
- Remove cobwebs.
- Remove any oil, grease, and calcium stains.



Storage Areas

- Empty and clean shed, garage, carport, and storeroom.
- Sweep all storage areas.



Final Touches

- Ensure removalists leave no items behind.
- Clean internal cupboards and under fridge/washing machine after removal.



Utilities & Services



- Finalise electricity account.
- Disconnect landline telephone.
- Read utility meters on the date of vacation.
- Finalise reticulated gas account (if applicable).
- Cancel or redirect mail (mail will be returned to sender).



Important Information



- Rent will continue to be charged until the property keys are returned.
- If additional cleaning is required after the keys are returned, you will be **charged tenant liability**.

To arrange a **pre-vacation inspection**, please contact your local Housing office.