



MATTERPROPERTY

### VACATING TENANT CHECKLIST: Tenants to complete

Dear tenants, to make your exit inspection go smoothly for you please find below a checklist of items to assist you:

***Please see a list of LJ Hooker Mount Isa's preferred creditors and in order of who to book.***

**CLEANING:** Samantha Campbell – 0499 996 006 OR Mount Isa Cleaning – 0447 633 371

**CARPET CLEANING:** Western Commercial Carpet Cleaning - 0427 645 622

**PEST CONTROL:** Licenced Pest Managers – 0457 230 901

**YARD MAINTENANCE:** Mount Isa Yard Maintenance - 0418 237 700

**POOL CLEAN:** Far Northern Pool's – (07) 4743 3644

**\*\* Please note: As per your lease, you are responsible to keep paying rent until the property has been returned to the condition of your entry condition report. You are required to have all cleaning including curtains, pest control treatments, carpet, furniture, mattress steam cleaning, yard maintenance including any repairs to your sprinkler system, swimming pool cleaning and chemical balances, damage repairs etc. done prior to your vacate date and the return of the keys to the property to our office.**

**\*\*In returning the keys to our office and our office accepting them, you are stating that you have finished with the property and anything left outstanding will be taken from your bond.**

**\*\*If you are breaking your lease, you are still responsible for the property and to keep paying rent until a new tenant is found up to and including the day before the tenant moves, in plus a relet fee (1 week's rent + GST) and any advertising fees incurred by the owner. At which time you will be responsible as per conditions above for the return condition of the property.**

**\*\*If you are engaging a bond cleaner it is our recommendation you do not pay them until the Matter Property rental team has completed your exit report & confirmed with you that everything has been completed as per your entry condition report.**

If you have any questions or concerns, please don't hesitate to contact us to help make your exit go as smoothly as possible.

Kind regards,

The Matter Property Team

**Cleaning and maintenance items include, but are not limited to:**

**Inside:**

	Complete
<p><b>Kitchen:</b>                      Stove, griller, oven, drip tray under stove lid; moveable stoves to be cleaned around and behind, benchtops and splashbacks, sinks (all plugs to remain)                      Exhaust fans – all grease filters to be cleaned                      Dishwasher to be cleaned inside and out, including filter</p>	
<p><b>Bathroom:</b>                      Toilet (bowl, cistern, seat, and lid), bathtub, shower recess, vanity including removal of all soap scum and mould from grout, tiles, walls and shower screens, tapware, shower heads etc. and exhaust fan to be cleaned.                      Shower curtain – to be washed, mould removed and rehung or replaced if necessary                      Mirrors to be clean and streak free</p>	
<p><b>Windows:</b>                      Inside and out including sills, tracks, glass, and fly screens</p>	
<p><b>Light fittings/Power points:</b>                      All lights, shades, and bulbs – wiped down and all bugs removed                      All power points, light switches, phone and tv ports to be cleaned</p>	
<p><b>Window dressings:</b>                      Blinds all to be dusted, curtains etc. to be washed, ironed, and rehung</p>	
<p><b>Walls, Ceilings and Doors:</b>                      To be wiped down and all marks removed (includes door frames, cornices, and skirting boards)</p>	
<p><b>Cupboards and Drawers:</b>                      All items to be removed and all to be fully cleaned inside and out                      Built in robes to be cleaned and mirror doors to be clean and streak free</p>	
<p><b>Floors:</b>                      Tiled, timber, floating timber, vinyl – All to be cleaned, paying special attention to edges and skirting boards                      Carpets – All to be professionally cleaned (not the machine you can hire yourselves) and a receipt provided to the real estate                      Note any damages to flooring; scratches, rips, burns, stains etc. may result in compensation being taken towards repairs from the bond.</p>	
<p><b>Cobwebs and dust:</b>                      To be removed inside and outside of the property</p>	
<p><b>Air conditioners:</b>                      All filters to be removed and cleaned, outside of units to be wiped down, all remote controls to be left functional and clean with working batteries                      All evaporative vents must be cleaned</p>	
<p><b>Miscellaneous appliances:</b>                      All other appliances at the property; washing machines, fridges etc. to be thoroughly cleaned inside and out (including lint filters) and must be left open upon vacating the premises</p>	
<p><b>Beds and Sofas:</b>                      All to be professionally cleaned as per entry condition report (not the machine you can hire yourselves) and a receipt provided to the real estate</p>	

**Outside:**

	Complete
<b>Rubbish:</b> All unwanted belongings and rubbish to be removed from the property Wheelie bin to be emptied and returned to the yard	
<b>Walls and Doors:</b> External walls, doors, and security screens to be wiped down; especially if you have had dogs at premises to remove all marks and stains	
<b>Deck areas and entertainment areas:</b> All flooring, walls, and ceilings to be cleaned, remove all rubbish	
<b>Yard:</b> All lawns to be freshly mown and whipper snipped, and garden beds to be weeded No grass clippings are to be placed in the garden beds or anywhere else in the yard, and must be properly disposed of All animal droppings, cigarette butts and rubbish to be removed	
<b>Grease:</b> Any areas where cars have been parked or barbecues have been held must be degreased to remove all stains from concrete, walls, driveways etc.	
<b>Pools and spas:</b> To be left clean and clear All pool/spa equipment supplied must be returned to premises in good working order A water sample is to be taken to the pool shop and a receipt provided to the agency showing either (A) water sample is clean, or (B) that the chemicals recommended have been purchased to add to the pool/spa and a further sample to show it is now clean	
<b>Furniture:</b> Any outdoor furniture supplied to be fully cleaned	
<b>Sheds, Carports and Lawn lockers:</b> All rubbish to be removed both inside and out and all floors to be swept and hosed out	

**Maintenance and Repairs:**

	Complete
<b>Light bulbs:</b> All blown bulbs are to be replaced	
<b>Yard:</b> Any plants that have been damaged by dogs, lack of care etc. to be replaced Any sprinkler heads or hoses etc. damaged by dogs or lawnmower etc. to be replaced All dog holes to be filled with garden soil All cigarette butts, animal droppings, and assorted rubbish to be removed.	
<b>General:</b> Any damage to the property caused by tenant, tenants' pets, or guests of the tenant (e.g. broken windows, holes in walls, rips to screen mesh, children's drawings on walls) to be repaired to a satisfactory standard at tenant's cost.	

**Other items to be attended to:**

All keys to be handed back	# of keys returned _____
I have <b>not</b> completed a bond clean on the property myself and have organised: _____	Date booked for _____
<b>OR</b> I have <b>not</b> completed a bond clean, nor have I organised for one to be done, so I authorise this cost to come from my bond	Yes/no
I have <b>not</b> completed a yard clean up at the property myself and have organised: _____	Date booked for _____
<b>OR</b> I have <b>not</b> completed a yard clean up, nor have I organised for one to be done, so I authorise this cost to come from my bond	Yes/no
Are there carpets at your rental property?	Yes/no
Carpet cleaning receipt supplied:	Yes/no
<b>OR</b> I have organised: _____ to clean carpets	Date booked for _____
<b>OR</b> I have <b>not</b> organised the carpets to be cleaned, so I authorise this cost to come from my bond	Yes/ no
Is there a pool/spa at your property?	Yes/no
Pool chemical receipt supplied:	Yes/no
<b>OR</b> I have organised: _____ to clean the pool/spa	Date booked for _____
<b>OR</b> I have <b>not</b> organised pool/spa cleaning, so I authorise this cost to come from my bond	Yes/ no
Were there pets at your rental property?	Yes/no
Pest control (fleas and ticks) receipt supplied:	Yes/no
<b>OR</b> I have organised: _____ to do the pest spray	Date booked for _____
<b>OR</b> I have <b>not</b> organised a pest spray so I authorise this cost to come from my bond	Yes/ no

Tenant Name: \_\_\_\_\_

Tenant address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Agent's Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_