

Harcourts

VACATING THE PROPERTY

THE FOLLOWING INFORMATION IS A LIST PREPARED TO ASSIST YOU
WHEN VACATING THE PROPERTY YOU HAVE BEEN RENTING

KITCHEN:	Clean stove, oven & griller tray Clean all cupboards, drawers, bench tops & sink Clean exhaust fan/ Range Hood filter Wash floors
BATHROOM:	Clean bath, shower & shower screen, mirror & Cabinet Clean exhaust fan Wash floor
WALLS & DOORS:	Marks to be removed from walls & doors Skirting boards to be cleaned
WINDOWS:	Glass to be cleaned Fly wire screens to be cleaned Window sills/ runners to be cleaned
FLOORS:	Carpet must be professionally cleaned & a receipt must be provided to our office on the date on vacating Vinyl or Tiles to be washed, grout cleaned
LIGHT FITTINGS:	To be dusted Globes to be in & replaced if broken
EXTERNAL:	Driveway, carport / garage and & concrete areas to be free of all oil stains Lawns to be mowed & edges trimmed, garden beds to be weeded All garden rubbish to be removed from the property
DISCONNECTING:	Have you arranged for final readings on the following: GIPPSLAND OR SOUTH EAST WATER TELSTRA TXU GAS & FUEL
MAIL:	Ensure you have arranged for the re-direction of mail