

CHECKLIST FOR VACATING TENANTS

- Notice of termination is given to Logiudice Property Group via the Residential Property Management Form page of the LPG Website. You may contact your property manager if you do not have access to the website at this time.
- Ensure all keys and remote controls are returned to the office on the day that you vacate. Failure to do so can result in rent being charged until all keys have been received.
- Supply Carpet Cleaning receipt. *If the property is carpeted.*
- Supply Pest Treatment receipt if a pet has been permitted to stay at the property during any point of the tenancy.
- Supply forwarding address.
- If you have a direct debit set up please make sure this is cancelled, failure to do so may result in a delay in return of the bond and overpaid rental amount.
- It is your responsibility to advise all connected utility companies that you receive direct invoices from, of your intended vacancy. We recommend that this be done 7-10 business days prior to vacating to allow for meter readings to be carried out on the desired date.

GARDEN – Front & Backyards (If Applicable)

- Mow and edge Lawns
- Weed garden beds and paved areas
- Rake leaves and lawn clippings
- Remove rubbish, clean bins
- Sweep paved areas
- Remove cobwebs from windows, doorframes, eaves and trellises.
- Neatly wind up hoses
- Sweep and wash driveways. Pressure wash and degrease oils stains if required.

INTERIOR

- Clean all marks from walls.
- Dust architraves and skirtings.
- Remove cobwebs from ceilings and cornices.
- Clean finger-marks around light switches and door handles.
- Dust light shades and replace any burnt out light globes.
- Clean or dry clean curtains according to fabric. Clean venetians/blinds.
- Clean windows, inside and out, window tracks and window sill.
- Wash floors.
- Professionally steam clean carpets.

BATHROOM

- Clean basin and surrounding area including taps and fittings.
- Clean cupboards and drawers inside and out.
- Clean tiles and grouting remove mould.
- Clean bath tub and soap dish.
- Clean shower recess, to be free of soap scum build up and mould. Clean soap dish. Remove hair from plugs.
- Remove and clean exhaust fan cover. Replace cover once cleaned and dried.
- Wash floors.

KITCHEN

- Clean stove including hotplates and knobs.
- Clean oven including, oven racks.

- Clean grill including drip trays.
- Clean exhaust fan / range hood filters and covers.
- Replace range hood globes if required.
- Clean cupboards and drawers, pantry inside and out.
- Clean kitchen sink, draining area and all benchtops.
- De-scale dishwasher. If applicable.

IF THE PROPERTY IS FURNISHED COMPLETE THE FOLLOWING

- Clean the microwave.
- Clean fridge inside and out, defrost the freezer. Move fridge out of recess and clean behind the fridge. Ensure the appliance is turned off and leave the fridge door open.
- Descale, kettles, coffee machines and washing machines.

TOILET

- Remove exhaust fan cover and clean.
- Clean inside and out of toilet bowl and behind the toilet.

LAUNDRY

- Clean Trough.
- Clean cupboards and drawers inside and out.
- Clean washing machine including lint filters, leave open.
- Clean clothes dryer including lint filters, leave open.

GARAGE/CARPORT

- Sweep out garage.
- Clean cobwebs from garage door and cornices.
- Clean windows and sills.
- Remove any oil stains on the carport/garage floor.

LINEN

- Wash all linen including towels, tea towels and sheets.
- Replace any missing or damaged linen. The tenants are not required to replace if the linen is worn through regular use.