

# VACATING PROCEDURE

## PART A - Tenancy Details

Address:
Name of Tenant 1:
Name of Tenant 2:

## PART B - Bank Account Details

Financial Institution:	Account Name:
BSB:	Account Number:

## PART C - Vacating Details

Please tick and provide all required files and keys as follows with this form upon vacating:

- Proceed Final Rental Payment
- Remove All Personal Furniture and Belongings
- Attach a Copy of Bond Cleaning & Carpet Steam Invoice
- Complete and Sign the Exit Condition Report
- Return All Keys & Remotes
- Disconnect Utilities
- Redirect Mails and Billings

SAGA PROPERTY

## PART D - Cleaning Checklist

Please follow this cleaning checklist to maximize your bond refund.

<b>Lounge &amp; Bedroom</b>	<input type="checkbox"/> Clean door and windows
	<input type="checkbox"/> Clean all wardrobes inside and outside
	<input type="checkbox"/> Wipe outside of air conditioning units, clean filters
	<input type="checkbox"/> Clean fans
	<input type="checkbox"/> Sweep, vacuum and wash floors

<b>Kitchen</b>	<input type="checkbox"/> Clean all cupboards inside and outside <input type="checkbox"/> Clean all benchtop and tiles <input type="checkbox"/> Clean cooktop, rangehood, oven, dishwasher and microwave (if supplied) inside and outside <input type="checkbox"/> Clean sink, tap and plug holes <input type="checkbox"/> Sweep, vacuum and wash floors
<b>Bathroom</b>	<input type="checkbox"/> Clean door and windows <input type="checkbox"/> Clean shower screen, curtain, taps, plug hole and towel rails <input type="checkbox"/> Clean sink, toilet and bath (including taps) <input type="checkbox"/> Clean all cabinets and drawers inside and outside <input type="checkbox"/> Remove all soap scum and mould from walls/tiles <input type="checkbox"/> Sweep, vacuum and wash floors
<b>Laundry</b>	<input type="checkbox"/> Clean washtubs and dryer inside and outside <input type="checkbox"/> Sweep, vacuum and wash floors
<b>Outdoor</b>	<input type="checkbox"/> Sweep external areas and remove cobwebs, insect dead bodies <input type="checkbox"/> Remove any oil stains on driveway or in garage <input type="checkbox"/> Mow grass, weed and trim edges <input type="checkbox"/> Clean out any leaves or debris in the pool <input type="checkbox"/> Empty and wash out bins
<b>Furnished Properties</b>	<input type="checkbox"/> Clean all bed linen <input type="checkbox"/> Clean all inventory and place back
<b>General</b>	<input type="checkbox"/> Remove all rubbish from property <input type="checkbox"/> Get carpets steam cleaned <input type="checkbox"/> Conduct pest control if pets were kept

Signature of Tenant 1: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Tenant 2: \_\_\_\_\_

Date \_\_\_\_\_