



## CHECK LIST FOR VACATING TENANTS

FORWARDING ADDRESS	According to the Residential Tenancies Act Section 53.3 ALL vacating tenants must provide a forwarding address to the owner/managing agents. <b>PENALTY \$100.00</b>
RENT	<i>In accordance with the Residential Tenancies Act Section 52 "A tenant shall not fail or refuse to pay any rent due under an agreement with the intention that the amount of such rent be recovered by the owner/agent from the security bond paid by the tenant." <b><u>PENALTY \$1000.00</u></b></i>
STOVE/OVEN/GRILL	To be absolutely clean, including hotplates, griller, drip trays, storage draws, check each side of the stove and especially behind the stove.
EXHAUST FANS	Covers to be removed, cleaned and replaced.
AIR VENTS	To be dusted and cleaned.
WINDOWS	To be cleaned inside and out.
WINDOW SILLS	Should be dusted and cleaned inside & out.
FLYSCREENS/SECURITY	Should be dusted and cleaned inside & out.
CUPBOARDS	Especially the kitchen, to be thoroughly washed and cleaned inside and out.
WALLS	All smudges, marks and spots removed. Check near bed heads.
LIGHT FITTINGS	To be dusted and cleaned inside and out, replace all globes, which are no longer working.
CEILING FANS	To be dusted and cleaned, washed clean, wiped dry.
WOODWORK	Skirtings, door, windows architraves to be thoroughly cleaned. Check skirting <u>after</u> carpet cleaning is completed.
COBWEBS	To be removed inside and out. Check all rooms and ceilings, cornices and near drapes. Outside check under the eaves, near windows and doorways.

<b>BATHROOMS/TOILETS/LAUNDRY</b>	Wet areas require particular attention. Ceramic tiles must be free of soap residue build up, also the grouting. Glass shower screens need special attention and shower curtains should be cleaned. Mildew to walls/ceilings to be cleaned. Floor grates to be free of hair, soap etc. Clean basins, sinks and trough, clean grates. Finish off all bench tops and surfaces with a <u>dry</u> soft cloth.
<b>CHATELS</b>	All the Landlord's furniture and fittings to be accounted for as per the inventory.
<b>FLOORS/CARPETS</b>	Vinyl and tiles to be washed and left clean and dry. This can be organised by us and the cost deducted from your bond, with a receipt supplied.  If you prefer you can contact <b>Chem Dry Quick Dry</b> on <b>0418 946 263</b> .
<b>AIR CONDITIONING HEATING SYSTEMS</b>	Grill and filter to be cleaned.
<b>SWIMMING POOL</b>	Water to be tested and report supplied. Pool to be cleaned; all pool equipment to be accounted for and in working order.
<b>LAWNS/EDGES/BEDS</b>	Lawns mowed and edged. Gardens to be weed and watered. Please ensure all hoses and sprinklers are placed in laundry upon vacating.
<b>RETICULATION</b>	All working, all sprinklers intact and working
<b>DRIVES/PATHS/PATIOS</b>	All to be weed free and free of all oil or grease stains. Leaves and debris to be swept away. Use degreasing fluid if necessary.
<b>GARAGE/CARPORT</b>	To be swept clean and degreased. Owner's fittings, fixtures and chattels to be intact and <u>clean</u> .
<b>POWER/GAS/PHONE</b>	Notify gas, electricity & phone companies to read the meters and issue a final account in your name to your new address.
<b>MAIL</b>	All mail to be redirected through Australia Post. Redirection forms can be picked up at all Post Offices. <b>Real Estate Masters will not be responsible for the re-direction of any mail.</b>
<b>RUBBISH</b>	All rubbish, including cigarette butts, cartons, old furniture, mats, and lawn clippings, need <b><u>to be removed from the premises.</u></b>
<b>ON MOVING DAY</b>	Please take care when moving furniture i.e. Do not chip or mark the walls or doorways, or tear or mark any floor coverings.
<b>KEYS</b>	Rent will be charged until all keys are returned to our office: <b><u>2/20-26 Burton Street, Cannington WA 6107.</u></b>

**REAL ESTATE MASTERS**  
**PROPERTY MANAGEMENT DIVISION**  
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