

Vacating Guide

We have prepared the following guide to assist you in vacating the property for the final inspection.

Please note that we cannot inspect the property until you have removed all belongings and have returned the keys. Any keys given to friends or relatives must be handed back.

- Ensure Moment Group has your new forwarding address and phone number
- Ensure your rent is paid up to your vacate date
- Return all keys, remote controls and rent cards to Moment Group
- Arrange disconnection of your telephone, electricity and gas supply
- Re-direct all mail to your new address
- Ensure the main switch is off at the power box
- Ensure receipts for cleaning and/or carpet steam cleaning are provided to Moment Group Ensure
- waste collection bins are empty and placed inside the garage

Attendance to the following matters prior to our inspection will save considerable time and prevent unnecessary delays in processing your bond refund.

Walls, Doors & Ceilings

- Marks are to be removed (particularly from around the light switches and door handles)
- Air vents are to be dusted and washed
- Skirting boards and architraves are to be thoroughly cleaned
- Cobwebs are to be removed
- Window sills are to be dusted and washed
- Picture hooks are to be removed and walls patched and painted to a professional standard

Floor Coverings

- All carpets are to be steam cleaned and/or dry cleaned
- All tiled areas are to be washed

Kitchen

- Cupboards and drawers are to be washed down
- Bench tops to be washed
- Tiling and glass splash backs to be washed
- Hotplates / stovetops to be washed and free of grease, cooking fats and oils
- Oven and griller to be washed along with drip trays and baking shelves

Blinds & Flyscreens

- Flyscreens to be brushed and washed
- Washable blinds washed and re-hung
- Venetian blinds dusted and washed

Bathrooms

- Cabinets are to be emptied and washed down
- Shower screen, shower and bath are to be washed and free of scum and mildew
- Basin and mirrors to be washed
- Toilets are to be washed including toilet seat and toilet bowl
- Grouting is to be free of all soap residue and mildew

Bedrooms

- Ensure any stickers on wardrobe doors, ceiling or walls are removed
- Coat hangers are taken out of the wardrobes
- Mirrored sliding wardrobe doors are clean and washed

Windows & Skylights

- Windows washed inside and out
- Cobwebs removed
- Skylights dusted and washed

Exhaust Fans

- Remove all exhaust fans covers and clean thoroughly removing any grease, dust and cobwebs

Light Fittings

- Light fittings to be cleaned thoroughly
- Replace any light globes that are not working with new ones

Garage & Driveway

- Make sure garage is completely emptied
- Remove any oil stains form the garage floor and driveway area using a high pressure hose
- Sweep and wash the garage floor and the driveway area

Cupboards & Wardrobes

- All cupboards and wardrobes are to be empty
- Wash down mirrored doors
- Dust and wash down shelves

Gardens, Paving & Decking

- Lawns to be mowed, edges trimmed and weeds removed
- All garden clippings are to be removed form the property
- Pavers and decking to be washed with high pressure hose

Laundry

- Floors are to be washed
- Sinks and cupboards to are to empty and washed
- Clothes dryer turned off at the power point and all lint removed from inside
- Remove exhaust fans covers and clean thoroughly removing any grease, dust or cobwebs