



Information for Vacating Tenants

The following list is a **GUIDE ONLY** and not an exclusive list for tenants who will be vacating their properties - common sense should prevail.

- All Windows, window tracks/sills and flyscreens to be vacuumed and wiped clean to remove all dirt and insects.
- All vertical blinds, holland blinds, venetian blinds, curtains etc to be dusted and cleaned where necessary.
- All light fittings and switches to be dusted and cleaned including light covers removed and emptied of dead insects.
- All spider webs to be removed throughout the premises (internally and externally).
- All security screen doors, tracks and frames to be thoroughly cleaned to remove all dirt and grime.
- Stove, including the griller, drip trays, oven, burners, hot plates and general body of the stove is to be cleaned (as well as behind the stove where possible).
- Kitchen sink and laundry trough to be cleaned.
- All exhaust fans and air vents to be cleaned.
- Ceiling fans are to be washed and dust free.
- Refrigerated air conditioner filters are to be removed and cleaned and the general body of the air conditioner is to be dusted.
- All walls, cupboards (internal & external) and doors to be cleaned to remove smears, grease, blue tack, dust and hand marks.
- All doors, skirting boards and architraves are to be dusted and washed where necessary.
- Drawers (kitchen, bathroom and bathroom) are to be emptied and wiped out.
- Bathroom(s) wall tiles, cabinets, shower recess to be scrubbed and grouting and shower screen to be free of all soap residue, calcium and mould.
- Toilet(s) including seat, pedestals and cisterns are to be cleaned and free of dust calcium and stains.
- Floor waste pipe outlets (laundry, bathroom, toilets) are to be cleaned.
- Carpets to be **professionally** cleaned by a recognised carpet-cleaning contractor to remove all marks and stains. Receipts must be provided to the Housing and Property Services Officer as proof.
- Vinyl and tiled floors to be thoroughly washed.
- All rubbish both internally and externally to be removed.
- Yards to be clean and free of rubbish (including animal excreta), lawn to be mowed and edges around plants and fence lines cut level with lawn.
- All weeds to be removed in garden beds stoned areas and behind/around sheds.
- All external areas are to be swept and free of cobwebs, oil, grease and calcium stains.
- Shed, garage/carport and storeroom are to be left empty and free of webs, dirt and rubbish.
- Any furniture that belongs to GROH is to be left in good and clean condition.
 - Ensure the floor underneath all furniture is left clean
 - Clean the washing machine filter
 - Refrigerators and freezers to be left empty, defrosted and clean. Unplug the units and leave door ajar to prevent mould.
 - Furniture upholstery is to be left in good and clean condition.
 - Cupboards and chests are to be left empty, with the shelves washed and wardrobes and face panels cleaned.
 - Wipe down outdoor furniture and place in storeroom or inside the house before you vacate.
- Please remember it is your responsibility to ensure your property is thoroughly cleaned. You can expect a bill if this is not completed.
- It is your responsibility to ensure your removalists have not left any items behind, including boxes, paper, tape etc and that you have arranged cleaning of internal cupboards and under fridge, wash machine etc once the removalists have removed items, even if you have already left the property.
- Power meter to be read from date of vacation as your employing agency will be responsible whilst the property is vacant.
- If you are on reticulated gas please remember to have your meter read and accounts finalised.
- Ensure the telephone is disconnected.
- Ensure that your electricity account is finalised.
- Please cancel or redirect mail, as any mail will be returned to the sender and not forwarded on.
- If in doubt on any points, please contact GROH before you vacate. One phone call may save you receiving a bill.

Please remember – you will be charged rent until your keys are returned to GROH.