

CHECKLIST FOR A SMOOTH VACATE

YOUR GUIDE TO A CLEAN
EXIT AND BOND RETURN.



THE ULTIMATE MOVE-OUT GUIDE.

Moving out of a rental property can be stressful, but with the right plan, you can make the process smooth and hassle-free.

To help you stay organised, we've created a comprehensive checklist to guide you through every step of the move-out process.

If you have any queries, please reach out to us for assistance at any stage.



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PROPERTY MOVE-OUT CHECKLIST

Use This Checklist to Ensure Your Property Is Ready for a Smooth Move-Out.

4 Weeks Before Moving Out	
	Give Written Notice – Notify your property manager in writing of your intention to vacate as per your lease agreement.
	Book Professional Services – Arrange carpet cleaning, pest control (if applicable), and any other required professional services.
	Declutter & Dispose of Unwanted Items – Organize donation, disposal, or sale of items you won't be taking with you.
	Start Packing – Begin packing non-essential items.
2 Weeks Before Moving Out	
	Organize Utility Disconnections – Contact your electricity, gas, water, and internet providers to schedule disconnections/move services.
	Check for Repairs – Report any outstanding maintenance issues to your property manager.
	Purchase Cleaning Supplies – Stock up on cleaning products for a thorough deep clean.
	Defrost the Freezer – If applicable, start defrosting your freezer to avoid leaks.
1 Week Before Moving Out	
	Mow Lawns & Weed Gardens – Ensure gardens, lawns, and outdoor areas are tidy.
	Wash Walls & Skirting Boards – Remove marks and stains from walls and skirting boards.
	Clean Windows & Tracks – Wash all interior and exterior windows and vacuum/scrub window tracks.
	Dust & Clean Fans, Air Vents & Light Fixtures – Wipe down ceiling fans, air vents, and light fittings.
	Clean Exhaust Fans – Remove dust and grease from kitchen and bathroom exhaust fans.

	Wash Curtains & Clean Blinds – If applicable, wash or dry clean curtains and wipe down blinds.
	Remove Cobwebs – Check corners of ceilings, walls, and outdoor areas.
2-3 Days Before Moving Out	
	Professional Carpet Cleaning – Ensure a receipt is provided for proof.
	Clean Kitchen Thoroughly: <ul style="list-style-type: none"> • Wipe down all cabinets inside and out. • Clean the stovetop, rangehood, and oven (including racks and trays). • Wipe down benchtops and splashbacks. • Clean the sink and drain. • Empty and clean the fridge and freezer.
	Deep Clean Bathrooms: <ul style="list-style-type: none"> • Scrub tiles, grout, and floors. • Clean mirrors and vanity. • Remove any soap scum and mold from shower screens and tubs. • Disinfect the toilet and cistern.
	Sweep & Mop Floors – Ensure all flooring is clean and free of debris.
	Vacuum & Clean Inside Wardrobes & Cupboards – Remove dust and wipe down surfaces.
	Remove Rubbish & Bins – Dispose of all waste, including garden waste.
Move-Out Day	
	Final Vacuum & Mop – Double-check all floors are clean.
	Patch & Repaint Any Small Wall Marks (if allowed) – Fill small holes where necessary.
	Check Appliances Are Clean – Ensure oven, microwave, dishwasher, and washing machine (if included) are clean.
	Check the Garage & Storage Areas – Ensure these are empty and swept out.
	Check Outdoor Areas – Ensure patios, balconies, and yards are clean and free of rubbish.
	Lock Up & Return Keys – Confirm with your property manager where to return the keys and any remotes.

Final Step: Bond Inspection

Once everything is cleaned and returned to its original condition, arrange a final inspection with your property manager. Providing receipts for professional cleaning services (carpet cleaning, pest control, etc.) will help ensure a smooth bond return process.

Following this checklist will help you leave your rental in top condition and avoid unnecessary deductions from your bond.

OUR PREFERRED SUPPLIERS

We have worked with several suppliers and contractors and are confident in the quality of service they offer. If you would like to use one of our preferred suppliers, please let us know, and we can arrange this for you.

WHAT SUPPLIERS CAN WE REFER TO YOU?

- Gardeners & Lawnmowers
- Cleaning Services
- Carpet Cleaners
- Window Cleaners
- Electricians (including airconditioning servicing)
- Plumbers
- Locksmiths
- Painters
- Handymen
- Pest Control services