

MOVE OUT GUIDE



Moving property requires lots of planning & can be quite stressful trying to think of all the things that need to be done. To help you prepare for vacating the property we have created a detailed guide with useful tips to help you through the process & minimise delays in the return of your bond. Returning the property in good clean & undamaged condition is a renters final obligation of the tenancy which is beneficial when requiring a future reference. Please take some to read through the guide and if you have any questions please don't hesitate to contact your property manager.

BOOK YOUR MOVE OUT

If you are vacating a development, please make sure you book your move out date & time with the building manager ASAP to ensure you secure a time slot. Most developments require a booking to be made so they can attach the lift protection and may allocate a lift for you to use during your allocated time slot. Failing to book a time may cause delays due to other residents with move in/out bookings.



POWER CONNECTION

Please leave the power connected for three business days after you return the keys. In order for your property manager to complete the final inspection the power must be connected. If the power has been disconnected, this will cause delays returning the bond as we will need to arrange a new power connection before we can complete the final inspection.

USE A PROFESSIONAL CLEANER

Many renters underestimate the time and skill required to clean a property and often leave it to the last minute resulting in the property being poorly cleaned. It's highly recommended to use a professional cleaner so you can focus on the other things.

To save you time looking for a quality cleaner, here are two companies that have provided excellent service to our renters

CLEANER

Cleaning Express Melbourne
0423 620 564
cleaningexpressmelbourne@gmail.com

Monash Specialist Cleaning Service
0423 520 523
melodyyongzhao@gmail.com

DAMAGE

If you have accidentally damaged any part of the property, it is recommended that you have this repaired to a tradesman like standard prior to handing back the keys. Below are some of our trusted tradespeople that provide quality work, are licenced and insured. Please note: if you attempt to complete a repair yourself, and the repair is not to an acceptable tradesman like standard the Residential Rental Provider may have the repair completed by their choice of tradesperson and claim the repair cost from the renter.

ELECTRICIAN

Advance Essential Services
0425 862 188
Info@advanceessentials.com.au
PJS Electrical
0417 507 510
info@melbourneplumbinggroup.com.au

PLUMBER

Melbourne Plumbing Group
1300 116 486
Advance Essential Services
0425 862 188
Info@advanceessentials.com.au

CARPET STAIN REMOVAL

Cleaning Express Melbourne
0423 620 564
cleaningexpressmelbourne@gmail.com

HANDYMAN/PAINTER

JNC Facilities Services
0401 648 666
jasonp3545@gmail.com
JC Cleaning & Property Maintenance
0433 113 048
jcanhelpu2000@yahoo.com.au

APPLIANCES

Do All Appliances
9553 0660
bookings@doallappliances.com.au

BLINDS

Arrow Curtains & Blinds
0415 477 876
sky@arrowcurtains.com

FLOOR BOARDS AND BENCH TOPS

TCS Repairs Solutions
9417 3291
admin@tcsrepairsolutions.com.au

LIGHT GLOBES

Replace blown globes in the oven, rangehood & throughout the property. Any blown globes that require replacement may be replaced by the Residential Rental Provider's electrician with the expense being passed onto the renter.

MARKS ON WALLS

Chux Magic Eraser can be purchased from Coles or Woolworths & are an excellent product for removing marks with only using a small amount of water. Follow the instructions for the best results.

CARPET CLEANING

Your regular vacate cleaner will only shampoo carpet when steam cleaning and is unlikely able to remove stains. If you have stained the carpet, Crystal Clean specialises in carpet stain removal & might be the better choice to have them complete the stain removal followed by the carpet cleaning. If they advise you a patch repair is required, please discuss with your property manager.

STORAGE CAGE

If your property has a storage cage, please make sure the cage is empty & clean. Please make sure to remove your padlock.

KEYS

Check to make sure you have all the keys & remotes that was provided to you at the beginning of the Tenancy. If you are missing any keys or remotes, please contact your property manager so they can order a replacement before you vacate. If you don't have a copy of the ingoing key register please request a copy from your property manager.

RUBBISH

Please don't leave any rubbish in the property or outside of the property/development. If you require items to be removed, please make arrangements at your cost. Its against the owner's corporation rules to leave rubbish outside the building & can result in a breach & removal cost being passed onto the renter.

ITEMS LEFT BEHIND

Please check every cupboard & draw throughout the property including the back areas for any belongings that may have been missed.

GENERAL CLEANING CHECKLIST



KITCHEN

WALLS -

Ensure the walls are clean & remove any scuff marks

WINDOWS -

Glass to be cleaned internally and externally where possible. Window sills and window tracks to be cleaned and free of dust.

CEILING/CORNICE -

Ensure the ceiling is clean & free of cob webs & mould

SINK & TAPS -

Clean surfaces and remove grime

BENCHTOP'S -

Clean benchtop surfaces & remove grime

SPLIT SYSTEM AIRCONDITIONERS -

Clean surfaces and the internal filter

DISHWASHER -

Clean surfaces, filter & racks

LIGHT GLOBES -

Replace any blown globes in the oven, rangehood and kitchen

OVEN/GRILL -

Clean all surfaces including the upper area, racks, trays, oven door, seals & in between the door.

RANGEHOOD FILTERS -

Remove and clean the filters and the areas behind the filters

COOKTOP -

Remove grease from all areas of the gas burners and surfaces of both gas and electric cooktops.

CUPBOARDS -

Remove dust, marks, clean all surface areas as well as remove scuff marks off the walls

FLOORS -

Clean surface areas of the floors, remove dust, marks & stains





LIVING AREAS

BLINDS -

Remove dust & marks

Cupboards - Remove dust, marks, clean all surface areas as well as remove

scuff marks off the walls

LIGHT FITTINGS -

Clean surfaces & remove dust on any fittings with covers

SPLIT SYSTEM AIR-CONDITIONER -

Clean surfaces and the internal filter

VENTS -

Remove dust and clean surfaces

CEILING/CORNICE - Ensure the ceiling is clean & free of cob webs & mould

LIGHT GLOBES -

Replace any blown globes

FLOORS -

Clean surface areas of floors, remove dust, marks & stains. Carpeted areas to be professionally steamed cleaned

WALLS -

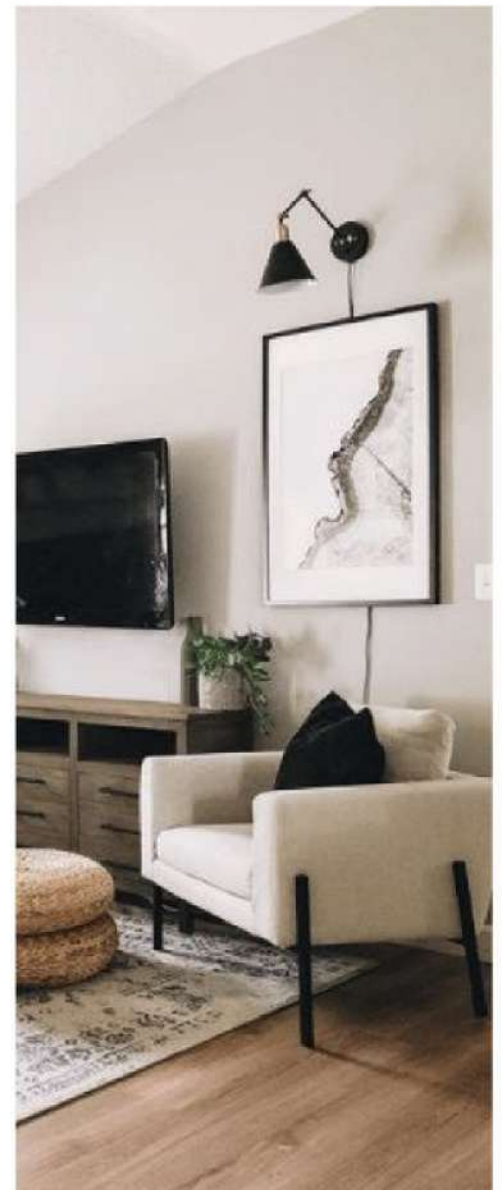
Ensure the walls are clean & remove any scuff marks

SKIRTING BOARDS -

Remove dust & scuff marks

WINDOWS -

Glass to be clean internally and externally where possible. Window sills and window tracks to be cleaned and free of dust.



BEDROOM

LIGHT GLOBES –

Replace any blown globes

FLOORS –

Clean surface areas of floors, remove dust, marks & stains. Carpeted areas to be professionally steamed cleaned

WALLS –

Ensure the walls are clean & remove any scuff marks

SKIRTING BOARDS –

Remove dust & scuff marks

WINDOWS –

Glass to be clean internally and externally where possible. Window sills and window tracks to be cleaned and free of dust.

CEILING FANS –

Clean and dust the surfaces including the top areas

SPLIT SYSTEM

AIRCONDITIONER –

Clean surfaces and the internal filter

BLINDS –

Remove dust & marks

CUPBOARDS –

Remove dust, marks, clean all surface areas as well as remove scuff marks off the walls

LIGHT FITTINGS –

Clean surfaces & remove dust on any fittings with covers

VENTS –

Remove dust and clean surfaces

CEILING/CORNICE –

Ensure the ceiling is clean & free of cob webs & mould





LAUNDRY

LIGHT GLOBES - Replace any blown globes

FLOORS - Clean surface areas of floors, remove dust, marks & stains

CEILING/CORNICE - Ensure the ceiling is clean & free of cob webs & mould

EXHAUST FAN - Clean and free of dust and mould

WALLS - Ensure the walls are clean & remove any scuff marks

CUPBOARDS - Remove dust, marks, clean all surface areas as well as remove scuff marks off the walls

TILES & GROUT - Remove grime, any mould & clean all surfaces

WINDOWS - Glass to be clean internally and externally where possible. Window sills and window tracks to be cleaned and free of dust.



BATHROOM

FLOORS -

Clean surface areas of floors, remove dust, marks & stains

CEILING/CORNICE -

Ensure the ceiling is clean & free of cob webs & mould

MIRRORS -

Clean mirrors & glass surfaces

WINDOWS -

Glass to be clean internally and externally where possible. Window sills and window tracks to be cleaned and free of dust.

LIGHT GLOBES -

Replace any blown globes

SHOWER SCREEN -

Clean the glass surfaces & leave free of streaks

BATH -

Clean surfaces & remove any grime

TILES & GROUT -

Remove grime, any mould & clean all surfaces

TAPS, SHOWER HEAD & SOAP HOLDERS -

Clean surface areas

TOILET -

Clean & remove any stains from the bowl, rim, lid

and cistern

CUPBOARDS -

Remove dust, marks,

clean

all surface areas as well remove scuff marks off

the walls

VANITY & BENCHTOPS -

Clean all surfaces

GENERAL CLEANING CHECKLIST





BALCONY & OUTDOOR AREAS

LIGHT GLOBES -
Replace any blown globes

TILES/FLOORING -
Clean surface areas and remove any dust, dirt, grime & leaves

BALUSTRADES -
Glass & rails are clean

WINDOWS -
Glass to be clean internally and externally where possible. Window sills and window tracks to be cleaned and free of dust.

WALLS -
Ensure the walls are clean & remove any scuff marks

CEILING/CORNICE -
Ensure the ceiling is clean & free of cob webs

GARDENS -
Are clean, neat & free of weeds

OUTDOOR AIR-CONDITIONING UNIT -
Surfaces & vent area is clean & free of dirt

GRASSED AREAS -
Lawns are mowed

FURNISHED ITEMS

WASHING MACHINE –
Filters are cleaned, soap
dispenser is clean
including all surface
areas

DRYER –
Filters are clean as well
as all surfaces arears

FRIDGES –
Clean all shelves & draws
in the fridge and freezer

LOUNGES –
have been clean, free of
dust, no dirt under or in-
between cushions

MATTRESSES –
Steamed cleaned

TABLES & CHAIRS –
Wiped down and surfaces
cleaned

RUGS –
Vacuumed and steamed
cleaned

CUTLERY, GLASSES,
PLATES & COOKING
EQUIPMENT –
Have been cleaned and
free of grime and dust

ALL OTHER ITEMS –
Cleaned and free of dust



GARAGE

LIGHT GLOBES -
Replace any blown globes

FLOORS -
Clean surface areas of floors, remove dust, marks & stains.

WALLS -
Ensure the walls are clean & remove any scuff marks

SKIRTING BOARDS -
Remove dust & scuff marks

WINDOWS -
Glass to be clean internally and externally where possible. Window sills and window tracks to be cleaned and free of dust.

BLINDS -
Remove dust & marks

CUPBOARDS -
Remove dust, marks, clean all surface areas as well as remove scuff marks off the walls

LIGHT FITTINGS -
Clean surfaces & remove dust on any fittings with covers

VENTS -
Remove dust and clean surfaces

CEILING/CORNICE -
Ensure the ceiling is clean & free of cob webs

