

Top tips for moving out

- Clean the property thoroughly or get a professional company to perform this for you
- When cleaning check against the following list:
- **Kitchen**
 - Clean inside/outside out all cupboards
 - Wash all countertops and surface areas
 - Clean inside and outside of oven, microwave, dishwasher, fridge, defrost freezer (if supplied)
 - Clean cooktop, grill and rangehood
 - Clean sink and taps, including descaling
 - Clean windows, window sills/tracks, window and door frames and fly screens
 - Sweep/vacuum and wash floors
- **Bathroom**
 - Clean sink, toilet and bath including taps
 - Clean tiles
 - Remove any mould from walls/tiles and ceiling
 - Wash shower curtain/clean shower doors or enclosure
 - Clean all surface areas, shower rails and mirrors
 - Sweep and wash all floors
- **Other rooms**
 - Dust and wash all surfaces
 - Dust and wash door and window frames and window sills/tracks
 - Clean mirrors
 - Dust fans
 - Wipe outside of air conditioning units, clean filters
 - Clean out any cupboards or wardrobes
 - Dust and clean skirting boards
 - Vacuum and wash floors
- **Outdoor areas**
 - Mow grass, weed and trim edges
 - Clean out any leaves or debris in the pool (check for any special conditions in the tenancy agreement)
 - Sweep external areas
 - Empty and wash out bins
 - Remove any oil stains on driveway or in garage
 - Remove cobwebs
- **General**
 - Remove all rubbish from property
 - Get carpets cleaned and pest control conducted if specified in the tenancy agreement
- Fill out the Exit condition report (Form 14a) (or Form 14b for moveable dwellings) after you move out any furniture or other possessions
- Approach it systematically - go from room to room and fill in each section of the report
- Use extra pages if necessary
- The original *Entry condition report* is used to compare against the exit report. Your property owner/manager will be able to supply you with a copy if you do not have it

- If you do use a professional cleaner, check the property after the work is done before you return the keys
- The tenant/resident should provide their forwarding address to the RTA. Include the forwarding address on the Refund of rental bond (Form 4).

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