

Vacating Tenant Checklist

To assist you with the process of vacating your home we have created the following checklist as a guide. The property must be returned in the same condition as it was received at the commencement of the tenancy albeit fair wear and tear. Having the property ready to inspect will assist a speedy return of your bond.

Please make sure of the following upon vacating:

- We have a forwarding address & phone number
- All rent is paid to vacating date
- All keys are returned
- Disconnection of any electricity , phone, Gas etc has been arranged
- Any mail has been redirected

Area	Notation	COMPLETED
Floor coverings	<ul style="list-style-type: none"> • All floors must be clean and stains removed. • Tiles and timber floors mopped 	
Windows	<ul style="list-style-type: none"> • Cleaned inside and where able outside • Window / sliding door sills cleaned 	
Window coverings	<ul style="list-style-type: none"> • Venetian blinds cleaned • Curtains cleaned (do not wash without prior approval) 	
Walls	<ul style="list-style-type: none"> • Cleaned & all marks removed from walls & skirting boards throughout. 	
Bathroom	<ul style="list-style-type: none"> • All tiles cleaned, grouting and ceiling mould free • Toilets washed inside, outside & behind • Bathroom vanity free of all soap scum • Exhaust fan clean • Floors mopped thoroughly 	
Kitchen	<ul style="list-style-type: none"> • All cupboards washed inside and out • Oven, stove and cook top free from grime (including oven trays and racks) • Exhaust fans cleaned and free from residue 	
Bedrooms	<ul style="list-style-type: none"> • Built in wardrobes free from dirt and doors / mirrors cleaned 	
Laundry	<ul style="list-style-type: none"> • Laundry tub cleaned • Floors mopped 	
General	<ul style="list-style-type: none"> • External areas returned to same condition, including gardens, pools, garage • All light fittings in working order, cleaned and free from dust • All rubbish to be removed; Otto bin emptied washed out and left in a clean condition. • Hose or brush down exterior of house (removing dust & cobwebs.) 	
Keys	<ul style="list-style-type: none"> • Keys for all locks returned 	



Shine Real Estate

ABN: 13 845 464 670

Ph: (03) 8521 3543 Fax: (03) 8521 3610

Email : info@shinerealestate.com.au

Website : www.shinerealestate.com.au

TENANT VACATING NOTICE

PROPERTY ADDRESS:

I / We (Insert Tenant Name)
hereby give _____ DAYS notice (see below for minimum notice
period) of my/our intention to vacate the above property on the
following date ____/____/_____

I/We authorise Shine Real Estate to accompany potential tenants while
inspecting the property in our absence if we are unable to be contacted.

Yes / No

My/Our forwarding address and phone number will be:

Forwarding Address:	
Contact number:	

.....

DATE

.....

SIGNED BY TENANT

Please Email this form to: rental@shinerealestate.com.au

OFFICE USE ONLY

INFORM LANDLORD

UPDATE PROPERTY TREE

DIRECT DEBIT CANCELLED

UPDATE ON WHITEBOARD



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IMPORTANT PLEASE READ BELOW

NOTICE PERIOD REQUIRED

Shine Real Estate will confirm in writing to you when we receive any notice to vacate.

14 Days Notice: Can be given if your receive notice to vacate from landlord.

28 Days Notice: Can be given if your lease has expired.

Leasebreak:

It is agreed upon by signing this form that in the event of a lease break situation the tenant authorises Shine Real Estate to advertise the property for lease and show prospective tenants through the property. We acknowledging and agreeing to pay the following:

- * Payment of rent until the property is relet or the lease expires.
- * Payment of all advertising expenses incurred in reletting
- * Payment of all reletting costs
- * Payment of lease documentation fee.