

### 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

## Top tips for moving out – a guide for tenants



- 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 \(Form 4\)](#).