

Government Employee Housing

Tenant Vacancy Requirements



On vacating the premises, the house and garden should be left in a clean and tidy condition with all refuse removed. Failure to do so will result in tenant charges being levied. To prevent this, the following list has been compiled for your assistance, in ensuring the property is presented appropriately for the exit inspection.

- **AIR CONDITIONERS** remove, clean and replace filters. (Ducted N/A)
- **AIR VENTS** to be cleaned and clear of dust.
- **BATHROOM** wall tiles, bathroom cabinets, shower recess to be cleaned and grouting/silicone free of all soap residue and mould. Shower screen to be cleaned and streak free.
- **BLINDS** to be dusted and where necessary cleaned.
- **CARPETS** to be vacuumed and free from all marks and stains. Carpets should be cleaned by a professional carpet cleaning company where stained or where pets have been kept inside or if deemed necessary by the key agent conducting the final inspection.
- **COBWEBS** to be removed throughout the premises (internally and externally).
- **CONCRETE** veranda, garage and carport floors to be swept and free from oil and grease stains.
- **CUPBOARDS** to be emptied and wiped out and cupboard doors cleaned and free from marks & grease.
- **DAMAGE** any and all damage to the property caused during your tenancy, including damage caused by pets, must be rectified/repared prior to vacate.
- **DISHWASHER (if in situ)** to be cleaned and descaled.
- **DOORS** skirting and architraves to be dusted and washed where necessary. Door tracks to be cleaned and free from dirt and/or pet hair.
- **DRAWERS kitchen and all others** to be emptied and wiped out and drawer fronts cleaned.
- **EXHAUST FANS** (kitchen, laundry and bathroom) protective covers to be removed and cleaned.
- **FLOORS** Vinyl/tiles to the wet areas laundry, bathroom and toilet to be swept/vacuumed and washed.
- **GARAGE/SHEDS** to be left empty and cleared of all personal possessions. Cobwebs removed, floors swept and free from oil and grease stains.
- **GARDEN** all garden areas to present a neat and tidy appearance with all debris, animal faeces and rubbish removed. Lawns to be mowed and edged, weeds removed; paths to be swept.
- **KEYS & REMOTES** all keys and remotes including any additional keys cut during your tenancy, must be returned to the GEH Key Agent upon vacating.
- **LAUNDRY** trough to be washed removing any stains or soap residue.
- **LETTERBOX** to be emptied, cobwebs removed and wiped over inside and out.
- **LIGHT FITTINGS/CEILING FANS** to be dusted and cleaned, and all covers in situ.
- **MOBILE GARBAGE BINS** (rubbish, recycle and green waste) to be emptied, cleaned and securely stored in rear garden or inside shed at property – NOT left out on kerb after collection.
- **RANGE HOOD FILTERS** to be washed and cleaned free from grease.
- **SINKS** to be cleaned and free from mould and soap residue.
- **STOVE**, griller, drip trays, oven and burners/cooktop as well as the general body of the stove to be cleaned (and behind if possible/applicable).
- **UTILITY** providers to be notified to cancel services (electricity, gas, phone/internet etc.)
- **WALLS** all marks to be removed.
- **WINDOWS/TRACKS/SILLS** to be cleaned, windows streak free inside & out. Flyscreens to be free of dust and cobwebs.

FURNITURE SUPPLIED BY GOVERNMENT EMPLOYEE HOUSING (where applicable)

- **WASHING MACHINE/DRYER & VACUUM CLEANER** to be cleaned. In the case of the vacuum cleaner, the dust bag/compartment is to be emptied or replaced. Filters to be cleaned.
- **REFRIGERATOR & FREEZER** to be emptied, defrosted and cleaned. Power switched off and door left ajar to prevent mould.
- **FURNITURE** upholstery to be left in good and clean condition.
- **CUPBOARDS, CHESTS, WARDROBES** to be left empty with shelves washed and face panels cleaned.

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