

End of Lease Checklist

BEFORE YOU MOVE OUT

1. Notice to Vacate

- ☐ I have provided written notice of my intention to vacate in line with my Lease Agreement
 - ☐ I have confirmed the final date of my tenancy with Liverty Housing
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2. Final Rent and Payments

- ☐ I have paid all rent owing up to my vacate date
 - ☐ I have contacted my Tenant Specialist if I need to discuss hardship or payment support
 - ☐ I have cancelled or redirected any personal utility accounts
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3. Cleaning and Property Condition

To ensure your bond is returned quickly, please:

- ☐ Clean the home thoroughly – **we have included a general cleaning guide on the last page of this document.**
 - ☐ Remove all personal belongings and rubbish
 - ☐ Return any furniture to its original position (if provided)
 - ☐ Report any damage or maintenance issues that occurred during your tenancy
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4. Key Return

- ☐ I have returned all keys, fobs, swipe cards and remotes
- ☐ I have labelled keys (if multiple)
- ☐ I understand that any lost or unreturned keys may result in a charge

 **OUTGOING INSPECTION** **5. Final Property Inspection**

- ☐ I have been offered a time and date to attend the final inspection
- ☐ I understand that any damage or cleaning issues will be discussed at the inspection
- ☐ I have completed a pre-exit walkthrough with my support person if needed

 **BOND REFUND** **6. Bond Return**


- ☐ I have provided updated bank details for any bond refund (if applicable)
- ☐ I understand that if there are no issues, the bond will be refunded within 2–10 business days depending on my state
- ☐ I will receive a copy of any claim if deductions are required

 **FORWARDING INFORMATION** **7. Contact Details**

- ☐ I have provided my new address for mail or final correspondence
- ☐ I have updated the NDIS (or asked my Support Coordinator to do so)

 **NEED HELP?**

If you need support with this process, please contact your Liverty Housing Tenant Specialist, Support Coordinator, or an advocate. We're here to ensure your transition is as smooth as possible.

 **1300 156 555** info@liverty.org.au



Thank you for being part of our SDA community.

We wish you all the best in your next home!

End of Lease Cleaning Guide

Your support person, family or friends can help you with this cleaning guide.

General Cleaning

- Vacuum and mop all floors.
- Dust and wipe down all surfaces, including countertops, shelves, and appliances.
- Clean and disinfect light switches and doorknobs.
- Wash windows, windowsills, and frames.
- Remove cobwebs from corners and ceilings.
- Clean and disinfect radiators and baseboards.
- Wipe down and disinfect garbage bins (unless shared in an apartment complex).

Kitchen

- Clean inside and outside of all kitchen cabinets and drawers.
- Degrease and clean the stove, oven, and range hood.
- Clean the refrigerator, including shelves, drawers, and the exterior.
- Scrub the sink and faucet.
- Wipe down all kitchen appliances, such as the microwave and dishwasher.

Bathroom

- Scrub and disinfect the bathtub, shower, and tiles.
- Clean and disinfect the toilet, including the bowl and exterior.
- Clean the bathroom sink and faucet.
- Wipe down all bathroom fixtures and mirrors.

Bedrooms and Living Areas

- Dust and wipe down all surfaces.
- Clean inside and outside of closets and cabinets.
- Vacuum and clean carpets or rugs.
- Clean ceiling fans and light fixtures.
- Wash curtains or blinds.

Outdoor Areas

- Sweep and clean the porch or balcony.
- Remove any garbage or debris from the balcony

Final Checks

- Check for any missed cleaning spots and touch them up.
- Ensure all personal belongings are removed from the property.