



MAREEBA COMMUNITY HOUSING COMPANY LTD

212 Walsh Street
PO BOX 2017
MAREEBA QLD 4880
www.mchc.org.au

Phone: 07 4092 7042 or 07 4092 6899
Fax: 07 4092 6877
ACN: 166451118
Email: admin@mchc.org.au

CHECKLIST WHEN EXITING FROM MAREEBA COMMUNITY HOUSING PROPERTIES

Contact the Housing Manager for Form 13 (Intention to leave) 14 days prior to leaving the property and hand into office or directly meet with the Housing Manager to verbally give notice.

Notify Ergon Energy, Post Office and Telstra you will be leaving your current address and have all accounts transferred to your new address.

Ensure your rent is paid up to date for processing of bond refunds or transferring to new property. # If you have your rent deducted through Centrepay or direct debit you must remember to cancel these payments#

Cleaning details required before exiting the property and settlement of bond payment – refer to the original entry condition report (**if lost contact the office immediately for a copy**)

- Report repairs that need fixing to the office **well before** hand over day - **#call immediately #** because if there are repairs required after you move out it will delay processing of your bond.
- Empty all cupboards and drawers and wipe out with disinfectant and clean cloths
- Remove cobwebs with dry broom, clean dirty marks from all walls, ceilings and doors
- Clean all windows including window tracks and screens **inside and outside** (remove any dirty marks on outside walls of house during your tenancy)
- Wash and iron curtains if provided in the property and re-hang at windows
- **Clean stove (hot plates ,grill and oven) use of industrial strength cleaner is recommended and remember to pull the stove out from wall and clean behind it and the sides of stove**
- Clean bathtub, shower and screen, vanity, exhaust fan cover and toilet
- Clean all fans - dust first with banister brush to remove dust and then use warm soapy water if greasy and dirty. Do the same with light fittings
- Vacuum and mop all vinyl, tiled ,timber floors
- **Steam clean carpets if provided in property and retain receipt as proof of cleaning- for bond processing**
- Arrange flea control of property inside and outside for properties when animals have been present
- Remove all rubbish around the property, under the house and clean out rubbish bins (disinfect and hose out)
- Mow the lawn, whipper snip fence lines and leave the gardens tidy
- Remove any oil stains from cement in carports and hose off
- Phone the office to arrange a suitable time to carry out the exit of the property and hand over of keys

These items must be attended to before final inspection with the Housing Manager to process your bond refunds. If these are not attended to additional rent and cleaning charges may apply. Professional cleaning charges are currently \$55 per hour and carpet cleaning around \$80 per room.

Cleaning products that may assist in your cleaning are:

Selleys oven cleaner –read the directions carefully - remove all racks from oven and top rings and place on paper and then spray with the product. You still need to scrub with scourer and hot soapy water before replacing back in oven.

Domestos– high grade disinfectant for cleaning ceiling, walls, floors

Bleach/ vinegar– for removal of mould on tiles, bathroom (vinegar and water for windows and glass doors)

Contact the office - we have some cleaning products and equipment you can borrow.