

Tenant's checklist for leaving a rented house or flat

Here is a list of jobs that need to be done by the tenant at the end of the tenancy

Financial and legal		✓
End tenancy agreement	Send the landlord a termination notice at least 28 days before you intend to leave.	<input type="checkbox"/>
Property Inspection Report	Check your copy of the property inspection report to see what repairs and cleaning are needed to restore the property to the condition it was in when you started the tenancy.	<input type="checkbox"/>
Bond Refund	Obtain a bond refund form and find records of your bond number.	<input type="checkbox"/>
Automatic payments	Arrange to have your automatic payments for rent cancelled for the time after the end of the tenancy.	<input type="checkbox"/>
Power, gas, water and telephone	Arrange to have power, gas and water meters read, telephone disconnected and final bills sent to you.	<input type="checkbox"/>
Change of address	Have your address changed for the bank, WINZ, doctor, schools etc.	<input type="checkbox"/>
Property clean up		✓
Removal of personal property	Remove all personal property including furniture, clothing and personal possessions. Ensure that landlord's chattels and fittings are left.	<input type="checkbox"/>
General clean-up inside	Vacuum all carpeted floors, sweep and mop tiled or lino floors. Wipe down shelves, window sills and benches. Clean windows, remove mould and marks from ceilings and walls, clean stove, bath, shower and toilet, remove all rubbish.	<input type="checkbox"/>
General clean-up outside	Mow lawns, weed gardens, remove all rubbish and sweep out garage or shed.	<input type="checkbox"/>
Fair wear and tear	Note and take photos of any wear and tear such as worn or stained floor coverings, broken door handles and window latches, worn curtains.	<input type="checkbox"/>
Checking out		✓
Property inspection with landlord	Arrange final property inspection with the landlord. Have your copy of the original property inspection report available for the final inspection. Go through every room with the landlord.	<input type="checkbox"/>
Completion of Bond Refund form with landlord	Attempt to come to an agreement with the landlord over allocation of bond refund. <u>Don't</u> accept a reduction in your refund unless you accept responsibility for some damage. <u>Don't</u> accept responsibility for fair wear and tear. <u>Don't</u> sign a blank refund form.	<input type="checkbox"/>
Apply to Bonds Centre for refund of bond	If you have come to an agreement over the bond refund with the landlord, apply for the refund. Apply for the refund even without an agreement if you believe that you are entitled to it and do not owe the landlord for damage or rent arrears.	<input type="checkbox"/>