



Room by Room Rental Exit Guide for Gold Coast Properties

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Abstract

Moving out of a rental property can be a stressful experience if you are unsure what to do or where to focus your efforts. This guide offers a clear and practical approach to preparing each room in your rental property for final inspection. By following simple steps and understanding landlord expectations, you can ensure the property is returned in good condition and avoid unnecessary costs or disputes. Whether you are moving from a house or an apartment in the Gold Coast area, this room by room guide will help you stay organized and confident during the moving process.

Getting Started

Before you begin the cleaning and preparation process it is important to understand your responsibilities as a tenant and to review your lease agreement carefully. Take note of any specific requirements or conditions outlined by your landlord or property manager. Organize your time by creating a moving out schedule that allows you to systematically address each room without rushing. Having a checklist can be very helpful to keep track of tasks completed and those still pending. This guide breaks down what you need to do in each room to make your move out as smooth and efficient as possible.

What Should Be Cleaned and Checked in the Kitchen Before Moving Out?



Moving out checklist

The following Information is for Queensland public housing tenants.

Before you move out

Complete the following tasks before you move out of your home:

- Read your rights and responsibilities in the Pocket guide for tenants – houses and units (Form 17a), which you received when you signed the tenancy agreement.
- Contact your nearest Housing Service Centre at least 14 days before you leave and tell them you want to move out. If you don't, you might have to pay rent after you leave.
- Complete a Notice of intention to leave (Form 13).
- Pay any rent you owe up to the handover day (the agreed date you're leaving).
- Tell us your new address or an address where we can contact you.
- Make sure your home (including the yard) is clean and tidy and take all your belongings with you.
- Complete an Exit condition report (Form 14a). This is your record of the condition of your home when you leave.
- Contact your nearest Housing Service Centre to arrange a joint pre-vacancy inspection of your home. We can help you complete the Exit condition report (Form 14a) and talk to you about the condition of your home before you leave. This may help reduce or prevent charges for repairs (other than fair wear and tear), cleaning or rubbish removal.
- Hand the keys in to your nearest Housing Service Centre on handover day with the completed Exit condition report (Form 14a). If you don't return the keys, we take possession of your home and change the locks.

After you move out

Once you move out, we will:

- inspect the home to see if any repairs, cleaning or rubbish removal is required (we will also check if you have left any belongings behind)
- finalise your rental account up to the handover day
- send you a letter to let you know if there are any outstanding charges for rent or maintenance
- refund you any money left in your rental account (if you have more than \$5 credit) if you've given us a forwarding address – this may take up to 6 weeks.

Final property inspection

We will inspect the property again after you leave. During the final inspection, we compare the condition of the property when you left with the condition when you moved in. To do this, we look at the Entry condition report (Form 1a) you completed when you moved in.

This helps us see what repairs are needed because of fair wear and tear. We don't charge you for this type of repair.

We do charge you for any repairs needed due to damage as well as cleaning, mowing or rubbish removal from the premises you have exclusive use of.

Goods left behind

Items left behind will either be disposed of or stored for 1 month. If your items are stored and you do not collect them within 1 month, we will apply for an order from Queensland Civil and Administrative Tribunal (QCAT) to dispose of them.

You may be charged for costs to store or dispose of your goods.

If you leave anything in the property when you move out, contact your nearest Housing Service Centre as soon as possible.

Debts for rent or maintenance

We will send you a letter to let you know if you owe money for rent or maintenance/repairs and will contact you to make a repayment arrangement.

Maintenance charges can include repairs (other than fair wear or tear), cleaning, mowing, rubbish removal and costs relating to goods left behind (storage and/or disposal). Read more about maintenance debts.

How Can Tenants Prepare Bathrooms to Pass a Final Inspection?



Routine inspections

Routine inspections are carried out to ensure the property is well cared for by the tenant and to check if there are any repair, maintenance or health and safety issues. The first routine inspection can be carried out at any time after the tenancy agreement has commenced, providing that the property manager/owner has provided a minimum 7 days' notice for entry, using an Entry notice (Form 9).

A routine inspection is not a housework inspection; the person inspecting the property should appreciate that people are living there. However, the tenant should have the property in good condition on the day of inspection and a list of items to consider is set out below.

As part of the maintenance inspection inside and outside the rental property, property managers/owners may also:

- check for any water leaks, evidence of pests, damage or deterioration to the property
- ensure any inclusions and property fixtures are working
- look at any future maintenance items that may need to be addressed.

Note: Regardless of when a Notice to Leave (Form 12) or Notice of Intention to Leave (Form 13) is issued, limits on entry frequency apply, including for routine inspections. For example, if a Form 12 is issued at the beginning of a tenancy, the entry limits will still apply. For more information visit our [Entry to the property](#) web page.

Timeframes for routine inspections

Routine inspections cannot be carried out more than once every 3 months (unless the tenant agrees in writing).

The tenant must be given a minimum of 7 days' notice for entry, using an Entry notice (Form 9).

Entry can be at a specific time or a property manager/owner can give a 2-hour window (e.g. entry to occur between 9-11am).

For rooming accommodation residents, an Entry notice (Form R9) must be given with a minimum of 48 hours notice for entry to the residents rooms. Entry to common areas can happen at any reasonable time.

Maintenance issues

The tenant should inform the property manager/owner of any maintenance issues as soon as they occur. Most property managers/owners prefer non-urgent requests in writing.

When maintenance issues are reported, other inspections may be carried out in response to specific issues such as a leaking tap or stove element not working.

Routine inspection checklist

Many property managers provide checklists for routine inspections.

Things for the tenant to consider may include:

- cleaning and tidying the property
- routine cleaning (e.g. dusting, sweeping/vacuuming and cleaning kitchen and bathroom surfaces)
- removing any mould from surfaces
- repairing any damage
- lawn mowing and gardening
- tidying up outside areas (e.g. decks, patios).

Problems found during the inspection

If on inspecting the property a significant breach is found, the property manager/owner may issue the tenant a breach notice to rectify the issue.

A significant breach by a tenant involves any of the following:

- using the property for an illegal purpose
- exceeding the number of occupants allowed to live at the property
- keeping a pet at the property without the property owner/manager's permission
- a matter caused by the tenant that will cost more than the equivalent of one weeks rent to fix.

What Do Landlords Look for in Bedrooms and Living Areas?



When preparing bedrooms and living areas for a final inspection, landlords typically focus on the overall cleanliness and the condition of surfaces, walls, floors, windows, and fixtures. Ensuring these spaces are free from damage, stains, and excessive wear can make a big difference in meeting landlord expectations and protecting your rental bond.

Beginning of your tenancy

When you rent a place to live you have rights and responsibilities, and so does the person you rent from. In Queensland the renting rules are set out in the Residential Tenancies and Rooming Accommodation Act (Qld) 2008.

The renting rules apply whether you rent from a private lessor, a real estate agent, a community housing provider, or the Department of Housing. The person or organisation you rent from is called your lessor.

Your Residential Tenancy Agreement will state what both you, the tenant, and the lessor agree to. This agreement must reflect what is in the renting rules. Your tenancy agreement will usually say if you are allowed to have a pet or not and how many people can live in the property. Even if you and your lessor do not have a written tenancy agreement the renting rules still apply.

When you move in to your rental property, your lessor or agent must give you a written Residential Tenancy Agreement (Form 18A). Your tenancy may be a fixed term tenancy, with an end date, or a periodic tenancy, without an end date. The

lessor must give you a rent receipt if you pay in cash, or keep a record of your rent payments. By the day your agreement starts the lessor must give you an Entry Condition Report (Form 1A) setting out what the place is like when you move in. Within three days of your agreement starting you must return the form to the lessor. Check carefully what the form says, review or add things to it and keep a copy before giving it back.

This is an important step in protecting your rental bond. The lessor must give you a Residential Tenancy Authority rental information booklet. The lessor must make sure the place is clean and fit for you to live in before you move in.

If you pay a rental bond, the lessor or agent must give you a receipt. The maximum bond amount they can charge is equal to 4 weeks rent (but if your rent is over \$700 a week there is no maximum bond amount). The lessor must fill in a Bond Lodgement (Form 2) which you both sign. The lessor or agent has 10 days to send your bond money to the Residential Tenancy Authority.

Make sure you inspect the place first, before you sign the tenancy agreement. After you sign the agreement keep a copy for your records. A tenancy agreement is a legal contract. You can be held responsible if you end the agreement early, or do not meet your renting responsibilities. If you pay money for rent or bond make sure you ask for a receipt. Take photos and make a record of what the place is like when you move in.

During your tenancy

When you rent a place your lessor must, maintain the place so it is fit for you to live in, keep the place, and things that are included, in good repair, do the repairs in a reasonable time if you ask for repairs to be done. Your lessor must comply with health or safety laws, make sure the locks work and the place is reasonably secure, and give you a written notice if they want to enter the place. Your lessor must take reasonable steps to ensure you have quiet enjoyment of the property and your lessor or agent must not interfere with your reasonable peace, comfort or privacy in using the place.

When you rent a place you must:

- look after the place and keep it clean
- let the lessor or agent know if repairs are needed
- not damage, or allow someone else to damage the place
- not cause a disturbance or nuisance for your neighbours
- not use the place for unlawful purposes
- get written permission from your lessor if you want to change anything about your place
- pay your rent on time according to the agreement.

For more insight on typical living room and bedroom checks during end of lease inspections, see this <https://www.bondcleaninggoldcoast.com.au/herang/>

Which Outdoor Areas Need Attention Before Leaving a Property?



Outdoor spaces are often overlooked during the move out process, but they can be just as important as the interior when it comes to final inspections. Landlords and property managers expect outdoor areas to be left in a clean and tidy condition, free from rubbish, damage, and signs of neglect. A well-maintained exterior creates a strong first impression and reduces the likelihood of disputes or deductions from your rental bond.

Cleaning

Effective cleaning management systems need suitable cleaning methods, schedules, equipment, trained cleaners and reliable communication and consultation.

Assess the risk

While good cleaning reduces contamination, bad cleaning increases contamination.

Check your workplace for any of the signs that indicate a poor cleaning system:

- floors are not fully dry and can be accessed
- spills and contaminants are left unattended
- a build-up of cleaning product residues (reduces slip resistance)
- cleaning equipment and cords left across walkways

- cleaning is ad hoc, unplanned and reactive
- poor, inappropriate or dirty cleaning equipment used
- incorrect cleaning products and procedures.

Decide on control measures

There are a range of strategies that have been proven to control the risk of slips, trips and falls, while also leaving floors and other surfaces clean and free from contaminants. The best cleaning requires a combination of important elements, as listed below.

Cleaning methods:

- leave a clean and dry surface, free from moisture or dry waste – e.g. 'clean-to-dry'
- do not leave a build-up of cleaning products
- maintain the slip resistant properties of the floor/surface (if non-slip flooring)
- are based on advice from the flooring supplier
- are tailored to the specific flooring and contaminants – i.e. type and concentration of chemicals etc. For example, the time detergent is on the floor has been shown to have a significant effect on cleanliness. It is also noted that flooring that is slip resistant can be cleaned to be as hygienic as other flooring.

Cleaning schedules:

- are systematic and well planned
- have routine daily cleaning conducted during quiet/slow periods
- include periodic deep/comprehensive cleaning
- provide a rapid/urgent response to spills
- include indoor and outdoor areas
- include customer/visitor areas
- accommodate for periods of bad weather.

Cleaning equipment/products:

- suited to the task, environment and the users
- don't spread the problem (e.g. paper-towel instead of wet mop for small spill, or 'spill-kit' materials for oil leaks, spill stations where resources are kept etc.)
- includes barriers and signs to keep people off any wet areas if 'clean-to-dry' is not possible.

Cleaning methods to consider

The cleaning method you use will depend on a number of factors. This is best decided in consultation with the flooring and cleaning equipment suppliers based on the workplace's requirements. A combination of methods may be used across the

workplace. The following table is from a review of cleaning options for health settings, and may be relevant to other similar settings.

How Can You Make Sure You Don't Miss Any Hidden or Easy to Forget Spots?



Do you follow the same auto-pilot routine when cleaning your home: vacuum, mop, wash the dishes, do the laundry, a bit of dusting, and a quick wipe down of all surfaces? There are many places in the home that we wouldn't even think of when cleaning the house but are just as important as your standard household jobs.

From couch crevices to curtains and even the appliances that we use to clean, we uncover some of the dirtiest places in your home and how to tackle them.

1. Behind the toilet

Cleaning the toilet is a no-brainer but what about around and behind it? Often hard to get to, the back and sides of toilets not only accumulate dust and dirt but harmful bacteria. Put on those rubber gloves and give it a good scrub with disinfectant and hot water.

2. Inside the couch

Crumbs, rubbish, pet hair and maybe a few coins (if you're lucky!) are just some of the interesting things you'll find if you dare to take off your couch cushions. Give your couch a good vacuum at least once a month and wash the cover, if you have one, to instantly freshen up your living room.

3. TV remote

Although they are handled every day, TV remotes are often overlooked when it comes to household cleaning. Multipurpose antibacterial wipes are great to have on hand for quick and easy jobs like this.

4. Door knobs and light switches

Like the TV remote, these are something we handle every day in our homes. Give them a wipe down at least once a week to prevent bacteria build up, especially in the kitchen and bathroom.

5. Curtains and blinds

Curtains and blinds collect dust and mildew just like the rest of your home. Depending on the material, fabric curtains can be machine washed or dry-cleaned. Roller, vertical and venetian blinds can be wiped down with a damp cloth. For tough stains, scrub them gently with an old toothbrush and detergent.

6. Your toothbrush holder

If your toothbrush holder is hard to see inside, chances are it hasn't been cleaned in a while. Rinse, scrub and repeat until the grime is gone. You can even run it through the dishwasher to kill any bacteria.

7. The dishwasher

How is your dishwasher supposed to clean your dishes if it isn't clean itself? If you've noticed your dishwasher isn't quite doing its job (or it smells a bit off) it may be time for a clean. To clean your dishwasher, scrub with a solution of baking soda and white vinegar and then run a cycle with nothing in the dishwasher to get that sparkle back!

8. The washing machine

Like dishwashers, washing machines need to be cleaned to wash your clothes effectively.

Again, using bicarb soda and cleaning vinegar, add ¼ cup of bicarb soda to the detergent container of your machine and pour 2 cups of vinegar into the drum. Run normal hot cycle and let the machine do all the work. Give the whole machine a wipe down with vinegar or multipurpose spray.

9. Under the bed

When was the last time you vacuumed under your bed? You'll be surprised at how quickly dust accumulates under there, especially if you use that area for storage. Pull everything out and give it a good vacuum and a mop if you have floorboards or tiles.

10. Rubbish bins

You change your bin liners regularly to prevent rubbish sitting inside for too long, but what about the bin that holds said rubbish. To prevent nasty odours and bacteria building up, it's a good idea to wash your bin weekly with disinfectant and hot water.

11. Air conditioner

Investing in an air purifier is one way to ensure the air in your home is as clean as possible, but a purifier can only do so much if your air conditioner is pumping out musty air on a daily basis.

It's a good idea to clean the filters in a wall-mounted reverse cycle unit every fortnight. If you've never taken a look inside the machine, you may be in for a nasty shock!

Refer to your unit's instruction manual for a guide to cleaning the machine safely. Regular cleaning will prevent dust and mould build up and ensure the unit runs as efficiently as possible.

What Final Checks Should Be Done Before Handing Over the Keys?



Handover

A home reaches practical completion or is ready for handover when all the building work is done and the property owner can move in.

It must be 'suitable for occupation', meaning it functions as a normal home, has power and water, and is weatherproof.

The house or work done for a renovation can still have some outstanding items, such as painting touch-ups, but must not include any major defects.

This is also the point where the property owner will make the final payment.

Before handover

The builder should tell the client 2 to 3 weeks before they expect to do the handover. They will provide the property owner with a notice at least 5 business days before practical completion.

Pre-handover inspection

We suggest arranging an on-site inspection between the contractor and the property owner, perhaps a week before the date nominated for the handover inspection. This gives you a final opportunity to address any remaining issues before handover.

Final payment

The contractor can ask for final payment once they reach practical completion. The contractor will need to let the property owner know at least 2 to 3 weeks before the date.

On handover day

Documentation

The contractor should give the owner copies of any outstanding documentation such as:

- the practical completion certificate (for a new home)
- certificates of inspection
- product warranties for appliances installed (if there are any issues with appliances after handover, the property owner should contact the product supplier, not the contractor)
- reports, notices or other documentation issued by service providers (e.g. electricity, gas, telephone, water or sewerage).

We recommend that the contractor provides the property owner with all certificates of inspection (including, where appropriate, the final certificate) before receiving the final payment. This can also be a mandatory requirement of the contract, so be sure to know the contract conditions.

Inspection

The contractor and property owners walk through the property and complete the defects document during the handover inspection.

Defects document

The defects document lists the minor defects and minor omissions that both the contractor and the property owner agree to. It must:

- state when the contractor will attend to the matters
- separately list minor defects or minor omissions that only the property owner believes exist
- be signed by the property owner and the contractor. Or, if the contractor has signed it, they need to make reasonable efforts to have the owner sign it.

Fixing items listed on the defects document

The contractor will need to fix any minor defects or omissions that they note at handover as soon as practical, with the property owner providing reasonable access to the site. The contract may provide a specific timeframe for this.

If any other defects are discovered after that time, the property owner should send the contractor a written list. The contractor and property owner should keep copies of all correspondence for their records.

Before you officially leave the property and return the keys, take a final walk through each room using your original entry condition report as a reference. Make sure all personal belongings have been removed, no damage has been left unrepaired, and each area has been thoroughly cleaned. Do not forget often overlooked places like light switches, window tracks, ceiling fans, and outdoor spaces. Ensure that all rubbish has been taken out and bins are emptied. If you had any keys, remotes, or access cards, gather them and return them to the landlord or property manager as agreed. Take clear photos of the property's final condition as evidence, in case of any disputes. Completing these final checks shows responsibility and increases your chances of receiving your full bond back. Leaving the property in excellent condition helps maintain a good rental history and positive references for future tenancies.

Conclusion

Preparing to leave a rental property involves more than just packing your belongings. It requires careful attention to detail in every room and outdoor area to ensure the space is clean, undamaged, and ready for the next tenant. By following a room by room approach and understanding what landlords typically expect, you can avoid common issues and improve your chances of receiving your full bond refund. Taking the time to complete final checks, compare the current condition to the entry report, and address even the smallest areas shows responsibility and respect for the

property. Whether you are moving within the Gold Coast or beyond, this guide can help you stay organized and confident throughout the process. Leaving your rental in great condition not only protects your finances but also supports a positive rental history for future tenancies.

References

What Should Be Cleaned and Checked in the Kitchen Before Moving Out?

<https://www.qld.gov.au/housing/public-community-housing/public-housing-tenants/ending-your-tenancy/moving-out-checklist>

How Can Tenants Prepare Bathrooms to Pass a Final Inspection?

<https://www.rta.qld.gov.au/during-a-tenancy/living-in-the-property/routine-inspections>

What Do Landlords Look for in Bedrooms and Living Areas?

<https://tenantsqld.org.au/factsheets/your-rights-and-responsibilities/>

Which Outdoor Areas Need Attention Before Leaving a Property?

<https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/workplace-hazards/slips-trips-and-falls/cleaning>

How Can You Make Sure You Don't Miss Any Hidden or Easy to Forget Spots?

<https://www.homestolove.com.au/diy-and-craft/10-spots-in-your-home-you-may-be-forgetting-to-clean-4952/>

What Final Checks Should Be Done Before Handing Over the Keys?

<https://www.qbcc.qld.gov.au/worksite-building-practice/site-responsibilities/handover>

