

# Government Employee Housing Vacate Checklist

## Leaving a Government Employee Housing dwelling

It is your responsibility as the tenant to ensure the Government Employee Housing (GEH) dwelling is returned to the Northern Territory Government Employee Housing Office (NTGEHO) in the same condition it was handed to you at the commencement of your tenancy. Failure to clean the dwelling properly may result in costs incurred to you.

Your ingoing condition report and photos are the primary documents used to compare the condition of the dwelling on departure, to that of when you entered the dwelling. If the condition report was not returned to our office within five (5) business days of being issued at the commencement of your tenancy, the original report on file with the NTGEHO will be used.

Once you have provided the minimum two (2) weeks' notice in writing of your intention to vacate to the NTGEHO, where possible, a GEH Tenancy Officer will contact you to arrange a pre-vacate inspection or will arrange to conduct a vacate inspection once keys are returned to the NTGEHO.

## Information for vacating

The below information will assist you in preparing to vacate the GEH dwelling, including:

- arrange disconnection of services: i.e. telephone/internet/other services (e.g., Foxtel).
- arrange disconnection and final reading of electricity, water and any other services once your vacate inspection has been confirmed to be accepted and complete by your GEH Tenancy officer.

NOTE: Arnhem region only; the NTGEHO will manage the disconnection of electricity on your behalf.

- arrange mail redirection and advise us of your forwarding address.
- return all keys to the GEH Tenancy Officer or regional office.

## What you must do prior to vacating a GEH dwelling

You must report any outstanding maintenance as per the maintenance reporting process, to ensure the dwelling is ready for the next Northern Territory Government employee.

Please note that all tenant responsibility damage must be rectified prior to the handback of the keys to the NTGEHO. Any damage identified by the GEH Tenancy Officer which is tenant responsibility must be attended to at the tenant's expense and to a professional standard. Your GEH Tenancy Officer will speak to you about this.

## Further information

Visit the Territory Families, Housing and Communities [website](#) or contact your regional GEH office:

Arnhem	<a href="mailto:TFHC.ArnhemGEH@nt.gov.au">TFHC.ArnhemGEH@nt.gov.au</a>	Barkly	<a href="mailto:TFHC.BarklyGEH@nt.gov.au">TFHC.BarklyGEH@nt.gov.au</a>
Big Rivers	<a href="mailto:TFHC.BigRiversGEH@nt.gov.au">TFHC.BigRiversGEH@nt.gov.au</a>	Central Australia	<a href="mailto:TFHC.CentralAustraliaGEH@nt.gov.au">TFHC.CentralAustraliaGEH@nt.gov.au</a>
Top End	<a href="mailto:TFHC.TopEndGEH@nt.gov.au">TFHC.TopEndGEH@nt.gov.au</a>		

## Checklist

The following checklist is a guideline for cleaning your GEH dwelling prior to vacating.

### General Internal

- All windows, sills, tracks, doors, and louvers to be cleaned inside and out
- All window screens and screen doors to be cleaned and free of dust or grime
- Ensure there are no holes or damages to fly screens, replace if required
- All floors to be thoroughly cleaned, vacuumed and mopped to be free of any grease/grime/marks
- All light fittings must be working – replace globes if required
- All light fittings to be cleaned and free of dust, cobwebs, and bugs
- All walls and ceilings to be washed and free of any marks, fingerprints, and cobwebs
- Skirting boards, power points, and light switches must be clean and free of dust or grime
- All shelving to be cleaned and free of dust or grime
- All air conditioning units to be wiped clean and filters washed and dried
- All personal items and rubbish to be removed from dwelling
- Remove any non-approved alterations including hooks and nails
- Wardrobe tracks must be clean and free of dust or grime

### General External

- Driveways, carport floors and paths are to be cleaned and free of mould, dirt and oil marks
- All rubbish removed from the dwelling including under the house where applicable
- Lawns to be mowed, gardens to be free of rubbish and tidy with any weeds removed
- Hedges/bushes to be trimmed back and one metre away from dwelling and fence lines, and below eaves
- All external lights must be working – replace globes if required, clean and replace globes
- All light fittings to be cleaned and free of dust, cobwebs, and bugs
- Repair any damages caused by pets e.g., from digging, chewing, scratching, etc.
- Mailbox cleaned and free of any items (where applicable)

### Bathroom

- Tiles, grout, ceiling and walls must be cleaned and free of any mould/soap/calcium build up
- Shower and bath must be cleaned including glass, doors, tracks, and tiles and free of any mould/soap/calcium/residue/dirt/grime/hair

## Bathroom - continued

- Vanity, cupboards, drawers and basin must be cleaned inside and outside and free of any mould/soap/calcium residue/dirt/grime/hair/make-up
- Toilets cleaned inside and out (including under seat, behind pipes, and bottom of bowl)
- Exhaust fans cleaned and free from dust, cobwebs, and bugs
- Mirrors cleaned and streak free
- All taps and shower heads cleaned and free of any mould/soap scum/calcium build up
- Towel rails clean and secure
- Floor to be thoroughly cleaned, vacuumed and mopped to be free of any grease/grime/marks

## Kitchen

- Bench tops must be cleaned and free of grease/grime/marks
- Stove/grill including drip trays knobs and rims must be cleaned and free of oil, grease and grime
- Oven, inside and outside including knobs and racks, must be clean and free of grease and grime
- Oven light must be operational – replace globe if required
- All cupboards and drawers to be clean inside and out including shelves, handles and tracks
- Floor to be thoroughly cleaned, vacuumed and mopped to be free of any grease/grime/marks
- Sinks, drain holes, plugs, and taps to be left clean and free of particles/grease/food/marks
- Range hood and exhaust fans (where applicable) including filter to be clean and free from grease/grime/dirt/dust/marks
- Range hood light must be operational – replace globe if required
- Clean behind and under oven if possible
- Dishwasher (where fitted) must be cleaned inside and outside and free of food scraps, grease and grime

## Laundry

- Floor to be thoroughly cleaned, vacuumed and mopped to be free of any grease/grime/marks
- All cupboards, shelves and drawers to be cleaned inside and out including handles and tracks
- Laundry sink/tub, drains and underneath sink/tub cleaned and free of any mould/soap scum/calcium build up
- Walls and ceilings are to be washed and washed and free of any marks, fingerprints, and cobwebs