

Tenant Vacating Checklist

When a commercial tenant is preparing to exit a leased property, both the landlord and tenant need to ensure a smooth transition.

A property manager will be able to assist during this transition period to ensure that this process is completed.



1. Review Lease Agreement:

- ☐ Review Lease Agreement for Terms on the Lease.
- ☐ Tenant provided appropriate notice (in writing).
- ☐ Determine Make Good obligations on the Lease.
- ☐ Notify the tenant (before they vacate) of their responsibilities for repairs/make good.



2. Utilities:

- ☐ Disconnect Services (Power Company, Water Bills, Gas & Internet)
- ☐ Final Bills – ensure all bills are paid up to date and obtain final statements and confirmation of disconnection.



3. Clean the Premises:

- ☐ General Cleaning – ensure the tenant completes thorough cleaning of the premises, including floors, walls, windows and fixtures.
- ☐ Remove Trash
- ☐ Special Cleaning is required if the tenants had hazardous materials on site.



4. Inspect the Property

- ☐ Conduct a detailed inspection of the property to identify any damage or areas requiring repair.
- ☐ Create a detailed inventory list of items removed
- ☐ Notify the tenant of any repairs that need to be done before they vacate.
- ☐ Complete inspection of the condition of the property once the tenant vacated.
- ☐ Ensure all fixtures and fittings are in good working condition and the property comply with all regulations.



5. Signage

- ☐ Ensure the Tenant removes all signage from the property.
- ☐ Tenant must change all business records removing the address or notifying closure.



6. Keys and Access

- ☐ Arrange for the Tenant to return all keys or access cards to the landlord.
- ☐ Change the locks if required



7. Documentation

- ☐ Schedule a final walk through with the tenant/landlord to review the condition of the property and address any potential disputes.
- ☐ Document condition – Inspection report with notes will document the condition of the property.
- ☐ Ensure both the tenant and the landlord has copies of the condition report.



8. Financial Matters

- ☐ Security Deposit: Review terms related to the security deposit and ensure paperwork is completed to facilitate its return.
- ☐ Outstanding Payments: Ensure all rent, utilities and other financial obligations are paid up to date.
- ☐ The tenant must provide a forwarding address for the return of the security deposit.



9. Update Records

- ☐ Notify Body Corporate that the tenant vacated.
- ☐ Notify BWOFF company and all other service contractors (Fire & Airconditioning) that the Tenant will be vacating.



10. Compliance

- ☐ Tenants must cancel or transfer any permits or licenses associated with location and provide confirmation to the Landlord.
- ☐ Ensure compliance with any local or state regulations regarding the vacating of commercial properties (Example: Racking consent/building consents)