

VACATING CHECK LIST

INSIDE

LIGHT FITTINGS

Ensure all globes are in working order – replace any that aren't.

Wash all light fittings or dust if not removable.

Clean out any insect debris.

WALLS

Generally these need light washing with warm soapy water to remove dust and spots, however, marks should be removed.

Chips to be patched, sanded and repainted.

CURTAINS/BLINDS

All washable curtains to be washed, ironed and re-hung.

Where curtains are unable to be washed please vacuum carefully to remove dust etc.

Ensure all hooks are in situ and the curtains are hanging correctly.

Blinds are to be wiped over ensuring that dust and marks are removed. Reattach any chains that are coming off and also replace any broken or lost wands.

WINDOWS

Ensure that all windows and window frames are cleaned along with window ledges. Sliding doors are to be cleaned as well. All runners to be clear of debris.

FLOORS

Carpets are to be Professionally cleaned and a carpet receipt supplied.

Vinyl and tiles including the grout to be washed.

Tops of skirting boards and tiles are to be dusted and cleaned.

WOODWORK

Skirting boards, doors and doorframes are to be wiped free of dust and marks – wipe your finger along the top of the doorframes.

STOVE

Hot plates, surrounds, rims, spill trays, oven and racks to be thoroughly cleaned and racks replaced.

If the stove is freestanding pull it out and clean the surround floor and walls.

CUPBOARDS AND DRAWERS

Shelves all need to be cleaned both interior and exterior.

All faces of cupboard and drawers are to be clean and smear free, to both interior and exterior surfaces.

All handles are to be clean and intact.

All surrounds to the cupboards and drawers are to be cleaned.

BENCHTOPS

Benches and wall tiles are to be cleaned and clear of any grease. All surfaces to be smear free.

Grout to the tiles on the walls to be cleaned.

DISHWASHERS

If a dishwasher has been supplied you will need to ensure that a Cleaning Aid has been used. This can be run through the dishwasher as a last thing to do and leave the container in the unit to show that you have done it. This ensures that the unit is then clean for the next person/s.

Ensure that all racks are clean and intact.

EXHAUST FANS AND RANGEHOODS

Covers to be removed where possible (bathrooms), washed and replaced.

Filters are to be washed and replaced.

Exterior of Range hoods are to be cleaned as well.

CEILING FANS

Blades are to be cleaned and free of dust.

Light fittings within these are to be in working order and clean.

AIR CONDITIONERS

Filters need to be removed and cleaned:

Split systems – these are under the front cover that lifts up. Do No Place in Water, Vacuum them.

Exterior of the unit is to be washed and cleaned.

Reverse Cycle Ducted Air Conditioning – Filter is in the ceiling of one room, this can be opened and cleaned again with a vacuum cleaner.

All outlets are to be cleaned.

Evaporative Air Conditioning – all vents to be cleaned. Some units have a filter in the ceiling if you do not have to open a window to run the system. This filter needs to be cleaned as well.

For energy efficiency it is recommended that you clean the filters on a regular basis.

BATHROOMS

Toilets, Baths, Basins, and Shower Recesses are to be cleaned thoroughly including the shower screens. If there is a soap dish please ensure that this is cleaned as well.

Wash behind the toilet and ensure that the tops of tiles are all dust free.

Make sure you look behind the door.

LIGHT SWITCHES AND POWER POINTS

Ensure that all switches are wiped and clean from dust and dirt. This includes internet outlets and television points.

OUTSIDE

WALLS

External bricks are to be hosed if necessary to remove dust and cobwebs. Ensure light fittings are clean and free of cobwebs. Globes should be in working order.

WINDOWS

All exterior windows are to be cleaned. All tracks cleaned and all ledges cleaned.

WINDOW FRAMES

To be washed and cobwebs removed.

Flyscreens are to be repaired where necessary and all wire is to be cleaned and clear of dust.

EAVES

Remove cobwebs and dust.

CARPORT/GARAGE

Degrease hardstand and driveway to remove all oil stains.

Remove rubbish and cobwebs.

Clean power points and light fittings and globes.

Clean the roller door.

SHED

Remove rubbish, cobwebs and sweep the floor.

PATIO

Remove cobwebs and clean exterior light fittings. Ensure all globes are in working order.

Remove any stains from the patio floor, sweep floors and remove any weeds from between pavers.

GARDEN/LAWNS

Ensure all weeds and grass intrusion has been removed from the garden beds.

Mow and edge the lawns.

Hoses, sprinklers and reticulation all to be in good order as per Property Condition Report.

Remember you are responsible for the working order of reticulated sprinklers as per your Lease Agreement.

Rubbish to be removed, grounds to be tidy and well maintained.

POOL

To be left clean, treated and equipment in working order.

Proof of the condition of the pool to be supplied to the Property Manager if maintaining the Pool privately during the Tenancy.

RUBBISH BINS

To be empty and clean ready for the next Person/s use.

HAVE YOU:

- Advised Agent of your new address and phone number ()
- Returned the property keys to the Agent ()
- Post Office Redirection For the Mail ()
- Cancel any newspapers ()
- Disconnected the Electricity ()
- Disconnected the Gas ()
- Disconnected the Telephone ()

Advised the following your new Address:

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|-----------------------|---------------------|------------------|
| Employers | Schools | Dentist |
| Doctor | Health Fund | Public Library |
| Social Clubs | Neighbours | Centrelink |
| Friends and Relations | Insurance Companies | Electoral Office |
| Drives License | Car Registraton | Banks |
| Superannuation Fund | | |