



VACATING CHECK LIST

Clean property thoroughly following this check list

KITCHEN:

Stove:

	Clean inside & chrome racks free of grease and food
	Make sure the oven is cleaned and free of grease, dirt & baked on food
	Top, bottom, sides and behind/under stove are cleaned
	Grill tray is present and clean
	Surface units, and chrome eye pans are clean and free of grease, dirt, and baked on food
	All knobs are clean, present and working
	Rangehood & filter are clean and free of grease
	Rangehood light bulb and fan are both clean and working

Cupboards & Bench tops:

	Remove all items & clean inside and out
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Sink:

	Clean & free of dirt and grease
	Shine all chrome

Tiling:

	Clean all wall tiles
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Dishwasher (if provided):

	Clean of dirt and food particles; this includes door & gasket, front & controls
	Clean filter

BATHROOM:

	Clean all tiled areas
	Clean shower screen/recess & frames
	Clean all bathtubs
	Clean washbasin
	Clean vanity cupboards & draws inside & out
	Clean mirrors & cabinets
	Clean exhaust fans
	Clean tiled walls
	Clean towel rails
	Clean toilet – including under seat, behind and sides of toilet

WALLS:

	Cleaned free of dirt, grease, fingerprints, stickers, scuffs and scratches
	Dust all cornices for cobwebs
	Dust and clean all skirting boards
	All switch plates and power points are present, undamaged and cleaned of dirt and finger marks
	TV/internet cable & outlets are left in place

CUPBOARDS:

	Clean inside & out and remove all items from shelves etc
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VINYL/TILE FLOORS:

	Clean mop & shine (DO NOT WAX)
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CARPET:

	Professionally Clean Carpets
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COOLING & HEATING VENTS:

	Cleaned of cobwebs, dust etc
	Clean from dirt build-up
	Present and working

CEILING:

	Clean, dust cobwebs
	Remove any stickers (check for paint damage)

DOORS:

	Cleaned on both sides
	All gauzes installed and undamaged

LIGHT FIXTURES:

	All light fittings cleaned of bugs and dust
	Covers & bulbs are installed and working

WINDOWS:

	Cleaned on both sides where possible
	All screens installed & undamaged
	Clean window runners of dust, bugs, debris etc

SMOKE DETECTORS:

	Clean, present, covers in place and working
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STORAGE ROOMS:

	Clean and remove all items
	Mop floor

WASHER/DRYER(IF PROVIDED):

	Clean inside (including lint traps)
	Clean outside (including controls)

OUTSIDE:

	All areas are clean and free of any rubbish
	Clean all concrete areas
	Weed all garden beds
	Cut lawns and edges
	Remove all lawn clippings
	Remove dog faeces, bones and fill any hole left by dog

GENERAL:

	Clean blinds (may need to be professionally cleaned)
	Clean curtains (may need to be professionally cleaned)
	Clean all ash etc from fireplaces
	Degrease parking space if your car has leaked excess oil
	Do not use touch-up paint- check with agent first
	Remove all personal property and rubbish from the property and dispose of properly
	We suggest that you start cleaning early, doing a little at a time, rather than trying to do it all at the last minute. Start collecting boxes now and pack things you are not using
	It is very important that when cleaning the property, thorough cleaning is required. Should the cleaning not be acceptable to our office, professional cleaning may be required and charged to you

We ask that before the Final Inspection:

- Ensure that our office has your new forwarding address and phone number.
- Pay your rent until the vacating date in cash or by bank cheques.
- Return all your keys/garage door openers to this office including letterbox keys.
- Provide office with your new address and account details for Bond Refund
- Arrange disconnection of your telephone, electricity, and gas supply.
- Redirect all mail to your new address