

PROPERTY VACATING CHECKLIST

Area	To do	Completed
Kitchen	<p>Cupboards to be washed inside and out. Bench tops to be washed and clean. Drawers to be washed and clean. Oven [including oven trays and racks], griller tray and cook top to be cleaned and free from grime. Exhaust fan/range hood to be cleaned and free from oil build up. Sink and taps to be washed and clean. Dishwasher [if applicable] must be cleaned inside and out. Refrigerator [if applicable] must be defrosted, cleaned inside and out and left with door ajar.</p>	
Bathroom	<p>Tiles cleaned, grouting and ceiling free of mold. Vanity basins, taps, shower screens and bath free of all soap scum. Exhaust fan cleaned and free from residue. Toilet to be cleaned thoroughly and disinfected inside, outside and behind. Drawers to be washed and clean. Mirrors to be washed and clean – your bathroom should sparkle.</p>	
Laundry	<p>Laundry trough cleaned. Washing machine and dryer [if applicable] to be cleaned inside and out. Including filters Cupboards to be cleaned inside and out.</p>	
Bedrooms	<p>Built in wardrobes – tracks cleaned. Mirrors cleaned.</p>	
All floor coverings	<p>Carpets are to be professionally cleaned and receipt provided. Tiles and timber floors swept and mopped. Kickboards to be washed to remove scuff marks.</p>	
Windows	<p>Cleaned inside and where able outside. Window sills and tracks cleaned.</p>	
Window treatments	<p>Venetian blinds cleaned/dusted Curtains cleaned [do not wash without prior approval]. Insect screens are to be washed to remove dust and dirt.</p>	
Walls & Skirtings	<p>Sugar soap works a treat when cleaning walls of minor scuff marks, for harder scuffs try the magic eraser found in your cleaning section of your local supermarket. Skirtings need to be free of dust</p>	
General	<p>All light fittings in working order, clean and free from dust and insects. Check all the light globes to ensure they are in working order and replace any that have blown. Power points and light switches are to be wiped over to remove finger prints/grime. Ceiling fans to be free from dust. Remove cobwebs from inside and outside of property. All rubbish must be removed from the property. External areas returned to same condition as commencement of tenancy, including gardens, pools, and garage. Garden to be weeded (where applicable) Driveways, carports and all concrete areas to be free from oil and grease stains. Garage floor area to be swept. Inventory must be in accordance with lease [if applicable]. Please ensure all user manuals, modems and appliance remote controls are returned.</p>	
Required Receipts	<p>Carpet cleaning receipt Pet fumigation receipt/if required</p>	

Finally,

- Make sure your rent is paid to your vacating date.
- Provide the office with your forwarding address and contact numbers.
- Return all keys by 4pm on your vacate date
- Arrange for your mail to be directed.
- Disconnect the electricity / gas / telephone – advise the companies of your lease end date and arrange for final readings.