

CHECK LIST FOR VACATING TENANTS

Sometimes, in the general rush of moving a tenant leaves a property spotless except for one or two small items, which were overlooked. Having regard to the condition of the Premises at the commencement of the tenancy, we have prepared this check list for our Tenants in the hope that it will be of assistance. As this is a general list for all vacating Tenants not all facilities mentioned will be applicable to every property.

1. **GENERAL CLEANING**
 - Wash and sweep all hard floors
 - Vacuum and clean carpets
 - Clean walls and skirting boards
 - Clean doors and woodwork
 - Clean windows and windowsills
 - Clean curtains and/or blinds
 - Clean light fittings
2. **KITCHEN**
 - Clean top of stove including spill trays and splash back
 - Clean oven including shelves
 - Clean grill and tray
 - Clean exhaust fan and range hood
 - Wipe out cupboards and drawers
 - Clean sink and bench tops
 - Wash and sweep hard floors
 - Clean walls and skirting boards
 - Clean doors and woodwork
 - Clean windows and windowsills
 - Clean curtains and/or blinds
 - Clean light fittings
3. **BATHROOM**
 - Clean bath
 - Clean shower recess to remove mould and soap buildup
 - Clean shower screen or wash shower curtain
 - Clean mirror
 - Wipe front of cupboards
 - Wipe out cupboards and drawers
 - Clean hand basin
 - Wash and sweep hard floors
 - Clean walls and skirting boards
 - Clean doors and woodwork
 - Clean windows and windowsills
 - Clean curtains and/or blinds
 - Clean light fittings
4. **TOILET**
 - Clean toilet bowl
5. **LOUNGE, DINING AND HALLWAYS**
 - Wash and sweep hard floors
 - Vacuum and clean carpets
 - Clean walls and skirting boards
 - Clean doors and woodwork
 - Clean windows and windowsills
 - Clean curtains and/or blinds
 - Clean light fittings
6. **BEDROOMS**
 - Clean mirror
 - Wipe front of cupboards
 - Wipe out cupboards and drawers
 - Wash and sweep hard floors
 - Clean walls and skirting boards
 - Clean doors and woodwork
 - Clean windows and windowsills
 - Clean curtains and/or blinds
 - Clean light fittings
7. **LAUNDRY**
 - Clean laundry tub
 - Clean inside and out of washing machine
 - Clean inside and out of clothes dryer
 - Clean lint filter in clothes dryer
 - Wipe front of cupboards
 - Wipe out cupboards and drawers
 - Wash and sweep hard floors
 - Clean walls and skirting boards
 - Clean doors and woodwork
 - Clean windows and windowsills
 - Clean curtains and/or blinds
 - Clean light fittings
8. **OUTSIDE**
 - Sweep verandahs and pathways
 - Clean windows and fly screens
 - Mow lawns, trim edges and tidy garden
 - Clear guttering of leaves
 - Remove cobwebs from eaves and guttering
 - Remove any rubbish
 - Clean and empty garden shed
 - Clean and empty garage
 - Check that garage and driveway are free from oil and grease stains
 - Where pets have been permitted, check that the garden and yard are free from animal droppings
9. **POOL**
 - Clean pool and filter
 - Check that all pool equipment is in good condition and working order
10. **FINALLY**
 - Where applicable, check that all items on the inventory have been accounted for.
 - Check that all cupboards and drawers are empty
 - Check shed and garage
 - Check letterbox
 - Switch off power at main switch
 - Lock all windows, lock all doors
 - Return ALL keys to agent. (Rent is payable until all keys are returned to our office.)