

VACATING CHECKLIST

Cleanliness of the property is your responsibility and if, at the final inspection, the condition of property is not satisfactory, we may then engage professional cleaners at your expense. Please ensure that all receipts have been attached **before** you return the keys.

The property must be vacated and up to standard with keys handed in by the vacating date. Failure to do so will result in rent being charged to you for each day you hold the keys past the vacating date. To ensure the full refund of your bond, below is a checklist of the things to be attended to:

Final Inspection List

Tick	Item
<input type="checkbox"/>	All rubbish to be removed incl. in garage/ shed/ carport
<input type="checkbox"/>	All rubbish bins to be cleaned and emptied
<input type="checkbox"/>	No personal belongings to be left behind
<input type="checkbox"/>	All walls to be cleaned and marks removed. Any marks, scratches or holes in walls are to be patched and repainted to a professional standard
<input type="checkbox"/>	Ceilings and Cornices to be cobweb and bug free
<input type="checkbox"/>	All doors including door frames and door stops to be cleaned and marks removed
<input type="checkbox"/>	All floors to be cleaned
<input type="checkbox"/>	Air conditioning units and filters to be cleaned. Batteries to be replaced in remotes if not working
<input type="checkbox"/>	Cobwebs to be swept/removed from exterior and interior of home
<input type="checkbox"/>	Windows, window tracks, fly screens and window sills are to be cleaned inside and out. (Most sliding windows can be removed by lifting up & out if there is a screen in the way)
<input type="checkbox"/>	Fans, light fittings and light shades are to be dusted and free of insects and all globes in working order
<input type="checkbox"/>	Ceiling fan blades to be wiped and dust/dirt free
<input type="checkbox"/>	All switches are to be cleaned
<input type="checkbox"/>	Stove, including elements, oven racks, griller and drip tray are to be cleaned and left free of grease and range hood including filters are to be cleaned. Check oven and rangehood lights work and replace globes if necessary
<input type="checkbox"/>	Stainless steel to be polished
<input type="checkbox"/>	Sinks to be cleaned including drain holes
<input type="checkbox"/>	Dishwasher to be cleaned inside and out including filter and under door flap, stainless steel to be polished. All other included appliances to be cleaned inside and out.

	Kitchen cupboards and doors to be cleaned and wiped inside & out, including kickboards and the underside of wall cabinets
	All grease stains and marks are to be removed from walls and splash back tiles
	Bench tops to be wiped and marks and dirt removed
	Floors and skirting boards are to be dusted and cleaned.
	Bath, shower, wash basin, mirrors and toilet are to be cleaned. All soap residue & water marks to be removed from shower screens, floor & wall tiles and around frame. Remember to remove toilet seats where you can and clean under and around toilet as well as inside.
	Exhaust fan/s to be cleaned and dust free
	Blinds are to be cleaned and free from dust
	Laundry tub to be cleaned – check walls in laundry do not have lint from dryer
	If included, clean washing machine and dryer inside and out including filters
	Carpets are to be professionally cleaned with receipts handed into our office upon vacating, and if pets have been kept on the premises, receipts for professional spraying for fleas (inside and out) must also be handed in
	Any oil spill on garage floor or driveway are to be cleaned/ removed
	Lawns to be mowed, edges trimmed and gardens are to be weeded. No garden rubbish to be left behind, this is including lawn clippings
	Swimming pool and/or spa to be checked and all chemicals topped up. Ensure surrounding areas are clean
	Notify your electricity, gas, phone and any other utility companies of your vacating date. Have all mail re-directed

Any items that have been broken or damaged are to be repaired or replaced by the tenant or a professional tradesperson to the satisfaction of the lessor or lessor's agent. Rent must be paid to the date of vacating.

Please leave a forwarding address and phone number.

Notify your electricity, gas, phone and any other utility companies of your vacating date. Have all mail re-directed as we will not.

Some useful cleaning agents:

Chux Magic Wipes	Good for removing marks off walls but DO NOT rub too hard
CLR	Very good if hard water marks on shower screens, shower tiles and tap ware
Bleach	For toilets and drains including kitchen sinks