

## Vacating Checklist for Tenants

### Kitchen

**Stovetop & Oven** - Elements and drip trays to be cleaned thoroughly (don't forget under knobs). Clean all internal and external surfaces thoroughly, ensure both sides of oven racks are thoroughly cleaned and the flooring underneath and surrounds

**Range Hood** - Clean grease from all external areas including filters

**Refrigerator** - To be defrosted and all surfaces cleaned including shelves and crispers. The floor on each side and underneath should also be cleaned

**Benchtops/Cupboards** - All benchtops cupboards and drawers to be cleaned thoroughly and items removed. Don't forget the top of the cupboards and the kickboards

**Lights** - To be cleaned and dusted thoroughly, all light globes must be present and working

### Bathroom and Ensuites

**Shower/Bath** - All surfaces to be cleaned of any soap residue, mould, mildew, dirt rings etc. Don't forget the soap dish.

**Mirrors, vanity units, lights, exhaust fans** - To be cleaned thoroughly and globes working

### Toilets

To be cleaned and disinfected inside and out, including lid, seat and cistern, don't forget the floor either side and behind

### Bedrooms

**Wardrobes** - To be cleaned of all items, cleaned and dusted

### General

**Carpets** - To be cleaned by an approved professional carpet cleaner, including removal of all stains which have occurred during tenancy. Copy of carpet cleaning receipt will be required upon receipt of keys. **Should you choose not use one of our recommended cleaners and the carpets are not cleaned to an acceptable standard you will be liable for a second clean with our recommended tradespeople.**

**Flooring** - To be vacuumed/swept and mopped with disinfectant, take care to remove dirt from edges and corners, particularly around kitchen cupboards and bathroom fittings

**Built-In furniture** - Ledges, shelves and skirting boards to be cleaned, all cupboards and drawers to be cleaned and left empty

**All light fittings** to be cleaned and globes working

**Ceiling/exhaust fans** - Must be cleaned and dusted

**Walls and doors** - All marks to be removed, should damage have occurred and walls be patched please be aware that the entire wall should be painted and not just the patch, the paint must match the original colour. We can recommend a painter to undertake this for you

**Windows** - Must be cleaned inside and out, including window frames, sliding doors, tracks and fly screens

**Washable curtains** - To be laundered and re-hung

### Laundry

**Laundry Tub, Washing Machine and Dryer** – to be cleaned and disinfected. Lint holder and filters to be cleaned out

### Furnished Premises

**Check** that all items on the inventory are accounted for, including dishes, utensils and appliances and that they are placed in the appropriate cupboards and are clean.

**All furniture** must be put back in original positions, cleaned and in good condition, lounge suites and cushioned dining chairs should be professionally cleaned and receipt produced

**All linen must be freshly washed**

### Outside Areas

**Garages, carports and storage sheds** to be cleaned and hosed out

**Oil and grease stains** to be removed from floors and driveways

**Gardens** to be weeded and tidied, all palm and pandanus fronds to be removed

**Lawns** to be mowed and edges trimmed prior to vacating

**Pools and spa** to be cleaned/vacuumed and at the correct pH factor

**All rubbish** to be removed from property, bins emptied & hosed out, do not leave bins overflowing with rubbish

### Pest Control

If there were any pets at the property you are required to have the property treated for fleas. This needs to be done by a professional Pest Control Company and copy of receipt provided to our office upon receipt of keys.

**All of the above must be attended to prior to your vacate date and the return of your keys.**