

Vacating Checklist

THINGS TO DO

- Have your mail redirected. Please ensure that all mail is re-directed to your new address.
- Utilities** – Electricity, Gas, Water, Phone, etc. Please ensure all accounts are advised and cancelled accordingly.
- Keys** – Please ensure all keys issued are returned. You will be charged for each key not returned.

CLEANING GUIDE – INSIDE THE PROPERTY

- Walls** – Please clean off any dirty marks, remove scuff marks, finger or food marks, etc.
- Ceilings** – Please remove any cobwebs.
- Ceiling Mould** – Please clean off (particularly in wet areas and sometimes in bedrooms).
- Light Fittings** – Clean off dust and remove any dead insects inside.
- Ceiling Fans** – Wipe fan blades and tops of fittings to remove dust build up.
- Skirtings** – Wipe down with a damp cloth.
- Doorways, Doors** – Wipe off finger marks and any other removable marks.
- Windows** – Clean inside and out (please note: nearly all modern sliding aluminium windows can be lifted and pulled out for easy cleaning). Also sills and runners (wipe out dust build up and any dead insects – a vacuum cleaner and paint brush can really help here).
- Flyscreens** – Brushed and dusted down. Please be aware, most modern sliding aluminium windows allow for the flyscreens to be taken off from the inside only, once the sliding part of the window has been moved first. Attempting to take them off from the outside may result in damaging them.
- Screen Doors** – Front and back including frames, wiped clean and screen wire brushed.
- Stoves** – Clean stove top, control display, knobs, panels around knobs, any pull out or in-built drip trays, griller racks, trays and any inserts, oven racks, trays and oven bottom, walls and oven roof. A good oven cleaner will clean most ovens, however it is of importance that you read carefully the instructions on the product. Some cleaners can actually hinder oven surfaces, and also some products have dangerous caustic fumes. Therefore use with extreme caution!
- Kitchen Rangehood** – Clean pull out filters and framework. Ensure all oil is wiped clean.
- Toilet** – Clean cistern, seat, bowl inside and also outside around the base. Don't forget the skirting tiles around the toilet.

- Bathroom** – Clean sink, mirror, cabinet, vanity unit and drawers, shower recess, glass screen and screen doors, bath and wall tiles. Please ensure both the sink and the bath has a plug available.
- Laundry** – Clean both the inside and outside of the trough, and underneath. Please ensure a plug is present.
- Tiling** – All tiling and grouting to the kitchen, toilet, bathroom and laundry areas are clean.
- Exhaust** – Vents and fan covers are clean of any dust and dirt.
- Air-conditioners** – Front vents and filters cleaned of built up dirt. Modern systems (wall type) – Filters easily pull out and can be brushed down with a hand brush. If there is a ducted reverse-cycle air-conditioner unit, the air intake filter should be cleaned. This is usually on the ceiling in the passage area.
- Air-conditioning Ceiling Duct Vents** – Please clean down if dusty or dirty.
- Cupboards/Drawers** – Please clean/wash inside and out. Also doors and door frames, front and back of doors need to be cleaned.
- Curtains** – Wash any washable curtains and netting. If other curtains are visibly dusty or dirty, consider dry cleaning.
- Blinds** – If you have venetian blinds, clean off the blind slats. Any other type of blinds should be able to be wiped down.
- Floors** – To be mopped/washed if needed, please ensure corners and hard to get areas are also cleaned.
- Carpets** – Carpets are to be professionally steam cleaned.

CLEANING GUIDE – OUTSIDE THE PROPERTY

- Lawns** – Freshly mowed and edged.
- Gardens** – Remove any weeds, any rubbish and built up leaves, etc.
- Guttering** – Please ensure that the gutters are freshly cleaned of any dirt/silt and leaves/twigs.
- Rubbish** – Remove any rubbish that you have placed at the property. Be sure to check behind sheds, under shrubs and trees. This includes lawn clippings piled and compost left.
- Sweep paths and paving areas** – This is best done just before vacating.
- Oil spillage removal** – Check and clean carport and garage floors, paths and driveway. If you have used a barbeque, check for any grease spots and spillages, etc.
- Cigarette Butts** – If there are cigarette butts lying around – please pick up and remove.

This is to be used as a guide only. All other cleaning must be completed as required.