

Vacating Cleaning List

HAVE I – (Please tick off – After completing)

‘PLEASE NOTE’ - we recommend you only use
‘white cleaning vinegar’ and use a **white cleaning cloth**
or the **white magic sponge** for **ALL** painted surfaces.

This form **must** be ticked and signed & returned.

GENERAL:

- ❑ All walls & skirting boards, both sides of door skins, skirting tiles in bathrooms and toilets are to be free of scuff marks, finger & hand marks and dust.
- ❑ The tops of all door and window frames. Pellets over sliding doors.
- ❑ Door catches and rubber caps to door stops are to be intact to all rooms. Internal catches to all doors are to be intact – includes linen presses and storage cupboards.
- ❑ Light switches, power points, TV ports, aerial ports & phone ports.
- ❑ Ceilings, light fittings, shades & fans. All light shades are to be free of dead insects. All bulbs are to be working. Receipt for replacement batteries to the smoke alarm to be given to Agent.
- ❑ Air conditioner filters are to be removed and washed. Remember the top of the air conditioners & the casings.
- ❑ Washed all windows, glass doors, screens, tracks & frames. Glass is to be streak free and tracks are to be free of dirt and bugs, remove webs from between glass and mesh.
- ❑ All sliding door and window tracks are to be free of dirt and bugs.
- ❑ All screen doors and window screens – is all the mesh intact? If not replace the mesh.
- ❑ Washed, iron & re-hang all curtains. Ensure that you check washing instructions
- ❑ All vertical blind blades, slats of venetian blinds and roller blinds. Mounts are to be dirt free.
- ❑ Ensure that all belongings are removed from built-in robes and linen presses, internal walls, shelves, carpet / floor, tracks free of dirt. Mirror sliding doors are to be streak free.
- ❑ Remove cobwebs and insect larva deposits inside and out – Do not forget the eaves and under covered areas.
- ❑ If furnished, furniture to be in good condition and clean – Fair wear & tear accepted.
- ❑ Refuse bins to be emptied & clean – please hose out. These are NOT to be left on the footpath for collection.

YARD:

- ❑ Lawns mowed & edged. Gardens and stone areas free of weeds. Hedges trimmed. Pet droppings to be removed, any holes to be filled & re turfed. Re turf where animal tracks are made around the home.
- ❑ Pool – To be crystal clean & all accessories to be in good order, report of final water testing from the pool company to given to the Agency.
- ❑ Paths are to be swept and free of debris

LAUNDRY:

- ❑ Interior of the laundry cabinet.
- ❑ Splash backs & tap ware to be soap free. Temperature indicators to be in place – If applicable. Plugs to be at property.
- ❑ Laundry tub – ensure that you remove soap rests and clean then refit. Ensure plugs are in place.

KITCHEN:

- ❑ Cleaned the hot plates, drip trays, grill, oven & under control knobs. The knobs are to be removed and build up residue to be removed, refit knobs.
- ❑ Cleaned the filters in the range hood and exhaust fan. Wash in **very hot soapy** water. Then refit.
- ❑ Cleaned all cupboards & drawers. Remove bottom drawer. Black marks from pots and pans will come off. Do not forget the tops of overhead cupboards or to pull out the bottom drawer – as belongings fall under the drawers. These are to be dirt & oil free. Bench tops - **DO NOT USE MAGIC SPONGE.**
- ❑ All belongings to be removed from the pantry.
- ❑ Clean the kickboards to the cupboards.
- ❑ Clean the cutlery insert.
- ❑ Clean the dishwasher – remove the drain cover & clean. Cabinet casing to be polished.
- ❑ The sink and tap ware are to be free of debris – remember under the depress plugs. Temperature indicators to be in place – If applicable. Plugs to be at property.

BATHROOM / ENSUITE / TOILETS:

- ❑ The shower walls are to be free of mould and soap scum. The glass is to be free of soap scum; the top of the framework is to be dirt free. Shower floor to be free of soap scum and **NO** hair in the drain. Soap dish to be free of soap. If there is a shower curtain – replace with similar.
- ❑ Surround wall & bath tiling to be free of mould and soap scum. Soap dish to be free of soap.
- ❑ Vanity tops – **DO NOT USE MAGIC SPONGE** - cabinets, drawers – remove bottom drawer, sink and around taps. Temperature indicators to be in place – If applicable. Plugs to be at property.
- ❑ Mirrors are to be streak free. Frame to be dust free
- ❑ Toilet suite, S-bend. Unscrew the toilet suite & clean & refit. Exhaust vent – Wash in hot soapy water &

GARAGE AND DRIVEWAY:

- ❑ Floor is to be clean of oil stains. Cement floors to be pressure cleaned.
- ❑ Remotes are to be working, new batteries inserted, please supply proof of replacement to Agent. Non working or damaged remotes are to be replaced.

VERANDA & PATIOS:

- ❑ Floors and ceiling are to be free of dirt, oil, grease, mud, webs and animal paw prints.

FINALLY: – SWEEP AND MOP ALL WASHABLE SURFACES. REMOVE SCUFFING FROM TILES AND VINYL. ONCE FLOORS ARE DRY, LOCK THE DOORS AND RETURN ALL KEYS TO THE OFFICE ALONG WITH PROOF OF CARPET CLEANING & PEST CONTROL – PEST CONTROL **MUST** HAVE A THREE MONTH WARRANTY.

If you are unsure on the best method or product to clean any of the above, Please ask our office – We have also provided a list of our preferred trade’s people if you wish to use them.

Signature of Tenant/s