

TENANT VACATING CHECKLIST

This checklist has been developed to help you prepare the rental property for your final inspection and ensure swift processing and return of your bond.

As per the rental agreement, the property must be thoroughly cleaned and left in the same condition as when your lease began - allowing fair wear and tear.

Please contact your property manager for a list of preferred suppliers.

Interior of the property

Walls	<input type="checkbox"/> Remove marks and cobwebs from walls throughout <input type="checkbox"/> Remove marks from light switches
Skirting	<input type="checkbox"/> Dust and clean skirting boards throughout
Ceilings	<input type="checkbox"/> Remove marks and cobwebs from ceilings throughout <input type="checkbox"/> Clean light fittings (dust/remove dead insects) and replace globes that aren't working <input type="checkbox"/> Clean the blades of ceiling fans
Windows	<input type="checkbox"/> Clean windows inside and out <input type="checkbox"/> Wipe down window sills, remove dirt/debris from window tracks <input type="checkbox"/> Brush/clean flyscreens <input type="checkbox"/> Clean and dust blinds, wash fabric curtains if washable
Doors and doorways	<input type="checkbox"/> Wipe down/remove marks from internal and external doors and doorways <input type="checkbox"/> Brush/clean screen doors
Flooring	<input type="checkbox"/> Clean floors throughout including tiled/wooden/carpeted floors <input type="checkbox"/> Carpeted areas to be professionally cleaned and <u>copy of receipt provided</u>
Kitchen	<input type="checkbox"/> Clean stove top, grate, burner caps, panel and knobs <input type="checkbox"/> Clean oven, panel display, handles and knobs, drip trays, griller racks and oven racks, walls and roof of oven <input type="checkbox"/> Clean rangehood including filters <input type="checkbox"/> If fridge, microwave or other appliances are provided empty and clean inside and out <input type="checkbox"/> Empty and clean dishwasher inside and out <input type="checkbox"/> Wipe down and completely empty all cupboards and drawers
Bathroom	<input type="checkbox"/> Clean and wipe down sink, mirror, cabinets/vanity unit and all drawers <input type="checkbox"/> Thoroughly clean and remove soap scum from shower recess/bath and screen doors including track <input type="checkbox"/> Clean and remove mould from all surfaces including walls/wall tiles, shower/bath and ceiling <input type="checkbox"/> Clean floor tiles <input type="checkbox"/> Clean exhaust fans/vents and covers <input type="checkbox"/> Thoroughly clean toilets including seat, cistern and around base
Bedrooms	<input type="checkbox"/> Clean all wardrobes, cupboard doors and mirrors
Air conditioning/heating	<input type="checkbox"/> Clean vents and filters <input type="checkbox"/> Wipe down/dust grills
Laundry	<input type="checkbox"/> Clean laundry tub and taps <input type="checkbox"/> Empty all cupboards and wipe down shelving <input type="checkbox"/> If washer/dryer provided, clean inside and out and remove all lint from filters

Exterior of the property

Garage/carport	<input type="checkbox"/> Remove all items, clean all cupboards/shelving <input type="checkbox"/> Clean all oil spots from floor
Gardens/yards	<input type="checkbox"/> Tidy and weed gardens, rake and remove leaves <input type="checkbox"/> Sweep/clean pathways, wipe mailbox <input type="checkbox"/> Lawns mowed and edged <input type="checkbox"/> If BBQ provided, thoroughly clean and remove all grease <input type="checkbox"/> Remove ALL rubbish from property including grass clippings/compost
If you have a pet	<input type="checkbox"/> Repair any damage done by a pet chewing/digging/scratching <input type="checkbox"/> Remove all faeces—do not bury in the gardens <input type="checkbox"/> Clean all areas where your pet sleeps/rests <input type="checkbox"/> Have the property professionally treated for fleas

Don't forget to	<input type="checkbox"/> If your property is furnished return any furniture you have moved back to its original position <input type="checkbox"/> Redirect all mail <input type="checkbox"/> Cancel utilities/services: electricity, gas, phone <input type="checkbox"/> Ensure bins are emptied/put out for collection <input type="checkbox"/> Return all keys to the property
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