

**VACATING THE PREMISES CHECKLIST
TO BE COMPLETED ON VACATION OF PROPERTY**

- 1.** All linen to be washed and placed back in the linen cupboard neatly.
- 2.** All bed sheets, doona covers, pillow cases, etc. need to be washed and beds to be re-made neatly.
- 3.** Dust and vacuum throughout including interior of wardrobes, etc.
- 4.** Vacuum under and around all furniture (move where necessary) e.g. lounge including under cushions, bedside tables, beds, etc.
- 5.** Dust/wipe/clean all power points, light switches, skirting boards, architraves, light fittings, interior and exterior of all cupboards and wardrobes including draws, ornaments, lamps, etc.
- 6.** All furniture to be dusted, cleaned and polished.
- 7.** Bathroom tiles and cupboards, mirrors, toilet to be cleaned.
- 8.** Kitchen cupboards to be cleaned and tidied, bench tops to be cleaned, floor to be swept and moped.
- 9.** Stove/oven/griller to be cleaned with appropriate cleaner.
- 10.** Exhaust fan filter over stove to be washed and cleaned.
- 11.** Fridge to completely empty and cleaned thoroughly internally and externally.
- 12.** Microwave to be cleaned internally and externally.
- 13.** Dishwasher to be cleaned internally and externally (if applicable).
- 14.** Washing machine to be cleaned internally and externally and clear of lint (if applicable).
- 15.** Dryer to be cleaned internally and externally and lint filter cleaned (if applicable).
- 16.** Air conditioner needs to be dusted (if applicable)
- 17.** Waste bins emptied, disinfected and lined.
- 18.** Balcony doors, windows floors etc to swept and moped (if applicable).
- 19.** Windows/window tracks to be cleaned and washed.
- 20.** All light fittings to be cleaned internally and externally.

**PLEASE ADVISE OUR OFFICE OF ANY BREAKAGES
OR REPAIRS THAT REQUIRE ATTENTION**

THANKING YOU IN ANTICIPATION FOR YOUR ASSISTANCE AND CO-OPERATION