

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

- 1.** All Venetians, vertical blinds and curtains must be cleaned.
- 2.** All windows internally and externally, window tracks and window sills must be cleaned.
- 3.** Carpets must be vacuumed, they must be steam cleaned by a professional carpet cleaning company if needed. We recommend All Spic and Span carpet cleaning on 0411 343 632.
- 4.** Walls must be washed with sugar soap to remove any marks.
- 5.** Dirt and oil marks on external concrete to be removed. (garage etc)
- 6.** All rubbish must be removed from the premises.
- 7.** All personal property to be removed.
- 8.** Inventory to be in accordance with the lease.
- 9.** No extra nails in walls or doors.
- 10.** Lawns and gardens left maintained and free of weeds etc.
- 11.** Any damage done to the premises by the tenant must be repaired at his/her own expense.
- 12.** All skirting boards must be cleaned with a damp cloth to remove dust.
- 13.** Dust and wipe clean all power points, light switches, interior and exterior of all cupboards and wardrobes including draws and shelves.
- 14.** Light fittings must be cleaned inside and out including ceilings fans if applicable.
- 15.** **The Kitchen**
 - A) The bench tops must be cleaned with an appropriate cleaning agent.
 - B) Stovetop must be cleaned, including drip trays.
 - C) Griller trays and oven must be properly cleaned. Also, the exhaust vent on the stove must be cleaned.
 - D) Range hood/exhaust fan to be cleaned.
 - E) Inside and outside of the cupboards must be wiped over so that no sticky marks or dirt remains.
 - F) Floor must be swept and mopped.
 - G) Sink and disposal unit must be cleaned.
- 16.** **The Bathroom**
 - A) All mould must be wiped from between the tiles, ceiling and walls.
 - B) Shower and bath must be cleaned including glass sliding doors, tracks.
 - C) Toilet system must be cleaned and wiped over.
 - D) Vanity and basin must be cleaned inside and out.
 - E) Floor must be swept and mopped.
- 17.** **The Laundry**
 - A) Floor must be swept and mopped.
 - B) Tubs must be cleaned out.

**PLEASE ENSURE ALL LIGHT BULBS ARE WORKING.
USING THIS CHECKLIST WHEN YOU VACATE WILL
RESULT IN A EXPEDIENT RETURN OF YOUR RENTAL BOND**