

Cleaning Checklist for Vacating Tenants

This list below outlines the standard of cleanliness required by our agency when vacating a property. This checklist is a compulsory part of our vacating procedure and **must** be adhered to. To ensure that there are no oversights, please tick each item as it is completed. Your attention to this checklist is intended to ensure prompt return of your Bond and the integrity of your rental history.

KITCHEN

- All kitchen surfaces must be cleaned thoroughly
- Stove top to be cleaned thoroughly
- Grill and all trays to be cleaned thoroughly, including base and no foil present
- Oven is to be cleaned thoroughly inside and out; including all oven trays, the base of the oven and the interior and exterior of the door. The glass section of the door should be free from marking
- The oven, grill and stove top should not be left greasy or have baked on food
- All cupboards and drawers are to be cleaned inside and out thoroughly
- Sink to be cleaned thoroughly
- Benches to be wiped down thoroughly
- Remove all items; including cleaning products and cloths

CARPETS

- Carpets must be professionally steam cleaned. Please book carpet cleaner well in advance to ensure it is completed before the keys are due for return. Please note that should the carpets be steam cleaned and the quality is not deemed acceptable you will be required to have the carpets cleaned again at your expense
- Carpet cleaning receipt must be provided as confirmation and presented on return of the keys

BATHROOM / LAUNDRY

- All bathroom surfaces must be cleaned thoroughly
- Shower recesses are to be scrubbed clean
- Soap dish is to be cleaned
- Shower curtains are to be washed or replaced
- Shower Screens are to be free from streaks and soap scum
- Basin is to be cleaned thoroughly
- Bath is to be cleaned thoroughly
- All grouting is to be free of all soap residue and mildew
- All tiled surfaces are to be cleaned thoroughly
- All cupboards, cabinets and vanities are to be cleaned inside and out thoroughly. No items are to be left
- Mirrors are to be clean and streak free
- All toilets to be cleaned thoroughly
- Separate toilet rooms are to be cleaned thoroughly
- Laundry trough is to be cleaned thoroughly

GENERAL

- Exhaust fans are to be removed and cleaned
- All windows are to be cleaned thoroughly and be free from streaks
- All windowsills are to be wiped down
- All cupboards and drawers are to be cleaned inside and out thoroughly. No items are to be left
- All light fittings are to be cleaned thoroughly
- All vinyl and tiled floor coverings and floorboards are to be mopped and cleaned thoroughly
- Skirtings are to be cleaned thoroughly
- Venetians blinds are to be cleaned thoroughly on both sides
- All woodwork is to be cleaned thoroughly
- Marks are to be removed from walls. Ensure smudge marks, finger marks and scuff marks are removed
- All cobwebs are to be removed
- Heater louvers are to be wiped down
- No personal items are to be left at property

INVENTORY ITEMS

- All 'Inventory' items are to be accounted for
- If furniture or appliances are supplied with the property these items are to be cleaned (especially behind)

EXTERIOR

- Garden beds and pebble areas are to be weeded
- Lawns to be mowed. All grass clippings to be removed
- No rubbish is to be left at the property
- Ensure bins are empty, or make arrangements for them to be put out on the next collection day
- Shed is to be cleaned and all items removed
- Garage is to be cleaned and swept and all items removed
- Driveways, carports and all concrete areas are to be free from any oil and grease stains

OTHER

- Please leave mains electricity switch in the off position to enable the next tenant to have power reconnected
- The Agent is not responsible for the redirection of your mail
- It is important that you return all your keys to our office as rent will be charged until they are returned
- Please arrange for your utilities to be disconnected
- Please contact City West Water on 131 691 to advise that you are vacating the property, otherwise you may be liable for the cost of water used until the meter is next read

VACATING PROCEDURE

PRIOR TO VACATING

If you can foresee anything in the property that differs from the ingoing Condition Report PLEASE DISCUSS THESE MATTERS WITH YOUR PROPERTY MANAGER PRIOR TO YOUR VACATE DATE. If these matters are discussed and rectified prior to vacate date it will ensure that your Bond is returned more quickly. If the Bond Inspection reveals the condition of the property to be inconsistent with our standards or the ingoing Condition Report we require all matters to be rectified by professional cleaners and trades persons at your expense.

BOND INSPECTION

On vacating the property, your Property Manager will inspect the premises and from the Condition Report, completed when you first occupied the property, note the condition and cleanliness of the premises.

Your Property Manager will attempt to contact you should there be any problems. However, please note that once keys are handed in we are able to automatically contact professional cleaners and trades persons to attend to any issues at your expense. These amounts will be deducted from your Bond, either by consent or through the Victorian Civil and Administrative Tribunal.

PLEASE NOTE: DO NOT HAVE THE ELECTRICITY AND GAS DISCONNECTED UNTIL THE FINAL INSPECTION HAS BEEN COMPLETED AS POWER AND HOT WATER MAY BE REQUIRED TO COMPLETE THE CLEANING.

BONDS WILL ONLY BE REFUNDED ON THE COMPLETION OF ALL THE ABOVE POINTS IN RESPECT TO VACATING.

NOTE: Prior to vacating the premises all tenants should make arrangements with the post office to have their mail redirected as any mail forwarded to this office by the new tenant will be automatically returned to the sender.

If you have any queries regarding the above please contact us on 9741 3633