

# VACATING CLEANING CHECKLIST

The property manager will be checking all of the items below, so it is important that you refer to this list to ensure your bond refund is not delayed. All items must be completed before you return the keys.

**Please Note:** You have 24 hours upon the property manager contacting you to collect keys for any further cleaning required on the property unless specified otherwise. You will be given **one** opportunity to rectify any issues at the property to a standard we consider acceptable, if this is not completed, we will engage cleaners and invoice you for the cost which you will be expected to pay at the completion of the service.

## **THROUGHOUT THE PROPERTY:**

- Remove ALL personal belongings and rubbish from the outside of the property
- All carpets must be professionally steam cleaned, we require a receipt for this upon you vacating
- Clean extractor vents, ducted heating vents and return vents / air conditioning filters, exhaust fan covers
- Windows tracks and sills to be cleaned thoroughly inside and out
- Flyscreens removed and cleaned
- Window furnishings to be cleaned carefully including blinds/curtains as necessary (especially terylene/lace)
- Dust and wipe out all cupboards, draws, linen presses and robes
- Wall to be restored to original condition
- All walls to be cleaned, blue-tac and marks removed
- All skirting to be cleaned thoroughly
- Electric light fittings and switches to be dusted and wiped clean
- Non-working globes to be replaced
- Timber/tiled floors to be vacuumed and washed
- Cobweb to be removed from all rooms inside and outside the property
- Staircase balustrades to be wiped clean
- If the property was leased to you with furniture, all items but be cleaned and returned to their original positions

## **KITCHEN:**

- Clean thoroughly inside and out of all appliances including stove, griller, hot plates, oven, dishwasher and range hood (where applicable)
- Wipe and clean inside and outside of all drawers, benches and cupboards
- Clean out refrigerator recess
- Clean splashback behind sink and cooking area (tiles, grout, glass etc.)
- Clean sink, plug and drain
- Wipe and clean kick boards

### **BATHROOM & TOILETS**

- Shower glass screens to be cleaned inside and out (remove soap scum build up)
- Shower curtain is to be replaced with a new curtain – where applicable
- Toilet to be cleaned inside and outside of the bowl, cistern and pipes
- Mirrors, bath and walls to be thoroughly cleaned
- Tiles to be thoroughly cleaned, if the grout between the tiles is discoloured, it needs to be scrubbed
- All draws and cupboard to be cleaned inside and out
- Floor to be vacuumed and mopped
- All plug holes to be cleaned from debris
- Exhaust fan over to be removed and thoroughly cleaned

### **BEDROOMS**

- Dust and wipe out all robes, shelving and storage
- Mirrored doors and rails to be dusted and cleaned
- Curtains and blinds cleaned

### **LAUNDRY**

- Sink taps to be cleaned and polished
- Cupboards to be cleaned inside and outside
- Wall and splashback to be cleaned
- Washing machine cavity/ recess to be cleaned

### **OUTSIDE AREAS:**

- General waste, recycling and green waste bins to be left empty when you vacate the property
- Lawns, nature strip and edges to be mowed and garden beds weeded
- Any bushes, shrubs or trees need to be trimmed
- Driveway/ carport/ car spot/ garden shed must be free from all grease, swept/hosed/ mopped clean
- Balcony/alfresco flooring to be swept and mopped
- Swimming pool, spa, pond, water feature cleaned and maintained
- Cob webs removed from all eaves, awnings and ceilings
- Flower beds and pebble/ stone areas to be wedded- if applicable

### **DAMAGE TO THE PROPERTY:**

- Damage that occurs due to the tenant's neglect will be rectified at the tenant's cost; all damage caused must be attended to by a qualified tradesman