

## TENANT VACATING CHECKLIST

The following checklist sets out the items that are often overlooked when vacating a property.  
Please check everything to ensure a prompt refund of your Bond. Tick Box  when completed.

<b>PROPERTY:</b>		
Tenant(s):		
Date:		
<b>WALLS &amp; DOORS</b>		
<input type="checkbox"/>		Marks to be removed (particularly around light switches & door handles)
<input type="checkbox"/>		Air vents to be dusted
<input type="checkbox"/>		Skirtings to be thoroughly cleaned
<input type="checkbox"/>		Cobwebs to be removed
<b>KITCHEN</b>		
<input type="checkbox"/>		Stove, oven, griller & drip trays
<input type="checkbox"/>		Cupboards (doors & shelves), drawers, benchtops, splashbacks & sinks
<input type="checkbox"/>		Hotplates, baked on grease to be removed from jets
<input type="checkbox"/>		Rangehood filters to be removed, washed & reinstated
<b>EXHAUST FANS</b>		
<input type="checkbox"/>		All exhaust fan covers to be removed, washed and reinstated
<b>BEDROOMS</b>		
<input type="checkbox"/>		Walls, wardrobes, doors & ceilings: ensure all surfaces are clean of any marks
<b>BATHROOMS</b>		
<input type="checkbox"/>		Cabinets, hand basins, toilets, shower screens and shower bases, thoroughly scrubbed and grouting to be free of all soap residue and mildew
<b>WINDOWS</b>		
<input type="checkbox"/>		All sills to be dusted
<input type="checkbox"/>		Cobwebs to be removed
<input type="checkbox"/>		Venetian blinds wiped & dusted
<input type="checkbox"/>		Flyscreens to be brushed & cleaned
<input type="checkbox"/>		All windows need to be cleaned, internally/externally
<b>FLOOR COVERINGS</b>		
<input type="checkbox"/>		All carpets to be steam cleaned as stated in your lease agreement
<input type="checkbox"/>		Vinyl, linoleum floors washed
<input type="checkbox"/>		Floorboards to be cleaned
<b>LIGHT FITTINGS</b>		
<input type="checkbox"/>		To be thoroughly cleaned and cobwebs removed
<b>GARDENS</b>		
<input type="checkbox"/>		Lawns to be mowed and edges trimmed
<input type="checkbox"/>		Weeds to be removed from garden beds and along fences
<input type="checkbox"/>		All rubbish must be removed from property
<b>GENERAL/KEYS</b>		
<input type="checkbox"/>		Driveway, garages and all concrete areas to be free of all oil & grease stains
<input type="checkbox"/>		All sets of keys/remote controls must be handed in
<b>PLEASE DO NOT FORGET:</b>		
Services	<input type="checkbox"/>	Make sure the main switch is in the OFF position before leaving the property
	<input type="checkbox"/>	Arrange for the re-direction of mail through the local Post Office
If you would like to organise any cleaning or gardening professionally, we suggest the following trades people:		
Carpet Cleaning		Bob: 0409 645 434
General Cleaning/Gardening		Anthony: 0407 560 948