

LANDLORD CHECKLIST – Pre Tenant

How To Prepare Your Property For Lease

RayWhite

General inside

Carpets steam cleaned	YES / NO	All floors washed	YES / NO
Cobwebs - inside/out	YES / NO	Windows and screens	YES / NO
Lights fittings	YES / NO	Curtains washed / cleaned	YES / NO
Light bulbs - working	YES / NO	Inside wardrobes	YES / NO
Smoke alarm battery	YES / NO	Walls washed	YES / NO

Kitchen

Oven - inside/out and working	YES / NO	Stove top/knobs - clean/working	YES / NO
Grill - inside/out and working	YES / NO	Rangehood/Mesh - clean/working	YES / NO
Dishwasher - clean/working	YES / NO	Exhaust fans - clean/working	YES / NO
Cupboards – inside/out	YES / NO	Benchtops	YES / NO
Drawers – inside/out	YES / NO	Pantry	YES / NO

Bathroom

Shower base and tiles	YES / NO	Shower doors and runner	YES / NO
Bath and tiles	YES / NO	Vanity and sink	YES / NO
Exhaust fan - clean/working	YES / NO	Cupboards and drawers	YES / NO
Toilet	YES / NO		

Ensuite

Shower base and tiles	YES / NO	Shower doors and runner	YES / NO
Bath and tiles	YES / NO	Vanity and sink	YES / NO
Exhaust fan - clean/working	YES / NO	Cupboards and drawers	YES / NO
Toilet	YES / NO		

Laundry

Trough and inside cupboard	YES / NO	Inside built in cupboard	YES / NO
Exhaust fan - clean/working	YES / NO		

General Outside

Lawns mowed	YES / NO	Edges whipper snipped	YES / NO
Garden beds weed free	YES / NO	Rubbish bins emptied & cleaned	YES / NO
All rubbish removed	YES / NO	Garage empty and swept	YES / NO
Shed empty	YES / NO		
Driveway free of oil	YES / NO	(scatter with kitty litter – it will absorb or use a degreaser)	

Service & Checks

Doorknobs secure, tight and in tact
Windows opening and closing and keys to window locks supplied (if present)
Heater and/or Air Conditioner serviced, checked and working
Roof leaks addressed
Doors and cupboards opening and closing properly and secure
Keys supplied to all doors including security doors, garages and letterboxes
Check and test antenna and antenna points are working and in good repair
Any rotten timber to railings, deckings or fences need to be in good repair- please ensure and check you have your neighbours details this makes the process much easier for us to get works done in the future)
Hot Water Services checked/working and/or serviced if required
Stove elements and ovens checked and working

Other

Disconnect all utilities: gas, electricity and water
Please advise South East Water of your postal address for water rates
(Alternatively you can have the water rates sent to us and we can have them deducted from the rent, the same applies to your council rates please inform the local council to send your rates notice to the office direct).
We will supply tenant details to South East Water to bill the tenant direct for usage