

Vacating Checklist

General Requirements

Please ensure the following are completed:

Task	Completed
Curtains, blinds, and window coverings cleaned or dry cleaned as required	☐
Insect screens removed and thoroughly washed	☐
Windows, sills, and tracks vacuumed and cleaned	☐
Doors, frames, and tracks were wiped clean and left undamaged	☐
Wall marks removed with appropriate cleaning products	☐
Cobwebs removed from ceilings, corners, and walls	☐
Light fittings cleaned and insect-free	☐
Floors and skirting boards cleaned	☐
Ceiling fans dusted (if applicable)	☐
Mirrors, including wardrobe mirrors, cleaned	☐
Exhaust fans cleaned throughout	☐
Air vents dusted	☐
Vertical blind cords secured and in working order	☐
Inventory items accounted for (if applicable)	☐
Air conditioner filters cleaned (if applicable)	☐

Kitchen

Task	Completed
Oven and grill thoroughly cleaned; drip trays degreased	☐
Range hood and filters cleaned (if applicable)	☐
Cupboards cleaned inside and out, including tops	☐
Sink, taps, and disposal unit (if applicable) cleaned and polished	☐
Walls and tiles free of grease and residue	☐
Benches and floors cleaned, especially corners	☐
Dishwasher cleaned, including filters and interior (if applicable)	☐
Refrigerator defrosted and cleaned inside and out; switched off with doors ajar (if applicable)	☐

Bathrooms & Ensuites

Task	Completed
Shower recess scrubbed clean	☐
Grouting free of soap and mildew	☐
Shower curtain cleaned or replaced; screens cleaned	☐
Plugholes free of debris	☐
Mirrors wiped	☐
Cupboards and drawers cleaned inside and out	☐
Toilet thoroughly cleaned (bowl, seat, lid, cistern, behind)	☐

Laundry

Task	Completed
Washing machine and dryer lint filters cleaned	☐
Under and around the laundry tub cleaned	☐
Cupboards cleaned thoroughly	☐

Outdoor Areas

Task	Completed
Lawns mowed and edges trimmed within 2–3 days of vacating	☐
Garden beds and pebble areas weeded	☐
No rubbish left around the property or in gardens	☐
Bins emptied and washed	☐
Driveways, garages, and concrete areas free of oil stains	☐
Garage swept and cobwebs removed	☐
Cobwebs removed from exterior eaves, ceilings, and awnings	☐

Pest Control

If evidence of flea activity has been found at the property, professional flea treatment will be required. A copy of the pest control receipt must be submitted to our office.

Damage & Repairs

Any damage caused by neglect must be repaired at the tenant's expense. Please address any such issues before vacating, where possible.

Final Reminders

- Contact your utility provider to arrange a final electricity meter reading

- Cancel landline, internet, and pay TV subscriptions
 - Redirect your mail with Australia Post
 - Rent must be paid in full up to and including the day the keys are returned
 - All keys, remotes, and access cards must be returned on the final day
 - Provide your forwarding address to our office
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Areas NOT Considered Fair Wear and Tear

- Stains or damage to carpets
 - Wall marks or holes (including inside wardrobes)
 - Torn or damaged drapes
 - Dead insects in light fittings
 - Unclean window/door tracks
 - Chipped tiles
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If you need assistance or would like referrals to professional cleaners or pest control providers, please don't hesitate to contact our team.

Ray White Mansfield

Here to support you every step of the way.