

VACATING CHECKLIST

Things To Do:

Mail: Please ensure that all mail is redirected to your new address.

Utilities: Electricity, Gas, Water, Phone etc., Please ensure all accounts are advised and cancelled accordingly.

Keys: Please ensure all keys issued are returned. You will be charged for each key not returned.

Cleaning Guide — Inside the Property

- Walls** Please clean off any dirty marks, remove scuff marks, finger or food marks, etc.
- Ceilings** Please remove any cobwebs.
- Ceiling Mould** Please clean off
- Light Fittings** Clean off dust and remove any dead insects from inside
- Ceiling Fans** Wipe fan blades and tops of fittings to remove dust build up
- Skirting** Wipe down with a damp cloth
- Doorways/Doors** Wipe off finger marks and any other removable marks
- Windows** Clean inside and out (NB: Nearly all modern sliding aluminium windows can be lifted and pulled out for easy cleaning). Also sills and runners (wipe out dust build up and any dead insects — a vacuum cleaner and paint brush can really help here).
- Flyscreens** Brushed and dusted down. Please be aware, most modern sliding aluminium windows allow for the flyscreens to be taken off from the inside only, once the sliding part of the window has been moved first. Attempting to take them off from the outside may cause damage.
- Screen Doors** Front and back, including frames, wiped clean and screen wire brushed.
- Stoves** Clean stove top, control display, knobs, panels around knobs and pull-out or in-built drip trays, griller racks, trays and any inserts, oven racks, trays and oven floor. A good oven cleaner will clean most ovens, however it is of importance that you carefully read the instructions on the product. Some cleaning products can damage oven surfaces, and also some products have dangerous caustic fumes, so use with extreme caution!
- Kitchen Rangehood** Clean pull-out filters and framework. Ensure all surfaces are wiped clean of oil/residue.
- Toilet** Clean cistern, seat, inside bowl and also outside around the base. Don't forget the skirting tiles around the toilet.
- Bathroom** Clean sink, mirrors, cabinet, vanity unit and drawers, shower recess, glass screen and screen doors, bath and wall tiles. Please ensure both the sink and the bath has a plug available.
- Laundry** Clean both the inside and outside of the trough, and underneath. Please ensure a plug is present.
- Tiling** All tiling and grouting to the kitchen toilet bathroom and laundry areas to be clean.

- Exhaust** Vents and fan covers to be clean of any dust and dirt.
- Air-conditioners** Front vents and filters cleaned of built up dirt. Modern (wall type) systems: pull out filters and brush clean of dust. Ducted Reverse-cycle systems : Air intake filter to be cleaned. This is usually on the ceiling in the passage area. Please clean with damp cloth if dusty or dirty.
- Ceiling Vents** Please clean/wash inside and outside. Also clean door frames and front and back of doors.
- Cupboards/Drawers** Wash any washable curtains and netting. If other curtains are visibly dusty/dirty, consider dry-cleaning. If you have venetian blinds, please clean the slats. All other blinds should be wiped down.
- Curtains** All floors to be mopped/washed as needed. Please ensure corners and hard-to-reach areas are also cleaned. Carpets are to be professionally steam cleaned.
- Blinds**
- Floors**
- Carpets**

Cleaning Guide — Outside the Property

- Lawns** Freshly mowed and edged. All lawn clippings removed.
- Gardens** Remove any weeds, fallen leaves or rubbish etc.
- Guttering** Please ensure that the gutters are free of dirt/silt and leaves/twigs.
- Rubbish** Remove any rubbish that you have placed at the property. Be sure to check behind sheds, under shrubs and trees. This includes lawn clippings/compost.
- Paths/Paved Areas** Sweep paths and paved areas just prior to vacating.
- Oil Spillage Removal** Check and clean carport/garage floors, paths and driveway. If you have used a barbecue, check for any grease spots/spillages etc.
- Cigarette Butts** If there are cigarette butts lying around, please pick up and remove them.

**This is to be used as a guide only.
All areas are to be left clean and tidy, therefore
cleaning must be completed as required.**