

Vacating Checklist

Keys must be returned to office.

Rent will be charged until all keys are returned to the office.

It is a legal requirement to provide a forwarding address to the office.

GARDEN – Front and Backyards (where applicable)

Mow lawn

Weed garden and beds

Rake leaves

Prune trees and plants

Remove rubbish

Sweep paved areas

Remove cobwebs from windows, door frames, eaves, gutter, fences & meterboxes

Neatly wind up hose

Check that all sprinkler heads are intact and working

INTERIOR – All rooms in general

Remove marks from walls

Dust architraves and skirtings

Remove cobwebs from cornices

Remove fingermarks from around light switches and/or walls

Dust light shades and replace all burnt out light bulbs

Clean blinds or steam clean curtains

Clean windows, both inside and out

Clean window sills

Mop floors

Professionally steam clean carpets – **Receipt must be presented with keys**

BATHROOM

Clean vanity and basin

Clean benches and cupboards

Clean tiles and grouting, remove mould

Clean bath tub

Clean shower recess

Clean all taps and spouts

Clean exhaust fan

KITCHEN

Clean exhaust fan
Clean oven and grill
Clean stove, hotplates and knobs
Clean sink
Clean all splashback tiles, remove any mould
Clean out pantry and shelving in all cupboards, wipe down all surfaces
Wipe down benches
If property is furnished, move fridge out of recess and clean behind

TOILET

Clean exhaust fan
Clean inside and out of toilet bowl
Wipe down cistern, toilet seat and cover
Wipe clean toilet rose

GARAGE/CARPORT

Sweep out garage
Wipe cobwebs from garage door
Clean window and sills
Remove cobwebs from cornices

Window & General Cleaning - SC Windows (Sarah) – **0403 953 292**
Cleaning Jim's Cleaning -Henry **0410 830 886**
Carpet Cleaning – Chem-Dry (Jeremy) – **0418 911 392**
Tile & Grout, Hard Floor Cleaning & Polish – Nu-Life (Milan) – **0418801613**
General Maintenance – Perth's Elite Property Service (Lee) – **0488110743**
Gardening – Peter **0400239253**

