

## FINAL INSPECTION CHECK LIST - VACATING THE PREMISES

TO AVOID CLEANING CHARGES, IT WOULD BE IN YOUR BEST INTERESTS TO ENSURE THE FOLLOWING ITEMS ARE ATTENDED TO, **BEFORE** VACATING THE PROPERTY.

### GENERAL

1. **Windows, window sills and flyscreens** to be properly cleaned. Windows to be washed inside and out, and to be free from streaks and smears. Window tracks to be left free of dirt and insects.
2. **Walls:** must be washed to remove any marks.
3. **Curtains** to be washed or dry-cleaned and re-hung.
4. **Venetian blinds** to be properly cleaned
5. **All personal property** to be **removed**.
6. **All rubbish** to be **removed** from the premises.
7. **Garbage bins** to be emptied, washed and return to allocated space.
8. **Marks** or oil on concrete to be removed (garage, paths, driveways etc.)
9. **Inventory** to be in accordance with lease.
10. **Doors and door frames** to be left cleaned.
11. **Light fittings**, power points and switches to be cleaned.
12. **Lawns and gardens** to be maintained – Applicable to houses, town houses and villas.
13. **Outside** of houses, townhouses, villas etc. to be washed down and free of cobwebs.
14. **Furniture** to be properly cleaned and polished. Mattress-covers to be washed.
15. **Floors:** vinyl tiles, parquetry, polished floors to be cleaned and polished. Carpets to be left clean. **If required, we can recommend a number of professional steam cleaners with competitive rates.**
16. **Damage** done to the premises by the tenant must be repaired at your own expense.

## **SPECIFIC ROOMS (PLUS ABOVE WHERE APPLICABLE) EG:**

### **KITCHEN**

1. **Stove** to be thoroughly cleaned including: Hot plate wells and surrounds, griller, oven (racks, sides, rear, floor and walls). Electronic stoves may be pulled away from wall to enable sides and behind to be cleaned (take care not to damage floor). We recommended the use of a powerful cleanser for stoves, eg. *Mr Muscle* or similar.
2. **Kitchen cupboards** to be thoroughly cleaned inside and out and any sticky marks to be removed.
3. **Tiles and bench tops** to be thoroughly cleaned and free of grease.
4. **Sink** and disposal unit (if applicable) to be cleaned.
5. **Refrigerator** (if applicable) to be defrosted – water emptied, shelves cleaned. To be switched off and door left open.

### **BATHROOM**

1. All **mould** to be removed from tiles, walls, ceiling or other surfaces.
2. **Vanity and basin** to be cleaned inside and out.
3. **Bath and toilet** to be cleaned thoroughly.
4. **Shower recess and shower glass** to be thoroughly scrubbed to remove all soap residue and mildew.

### **LAUNDRY**

1. **Tubs** to be cleaned inside and out.
2. **Washing machine** and dryer (if applicable) to be cleaned inside and out.

**To avoid any dispute, please attend to all of the above. If you have any queries, please do not hesitate to phone the office on 9358 0011.**