

CHECKLIST FOR VACATING A PROPERTY

The following checklist has been prepared to assist you when vacating a property.

- **WALLS & DOORS**
 - Marks to be removed (particularly on/around light switches and door handles).
 - Air vents to be dusted.
 - Skirtings and architraves to be cleaned.
 - Window sills and windows to be dusted and cleaned.
 - Cobwebs to be removed.
- **DRAPES & BLINDS**
 - Drapes to be washed or dry cleaned (according to fabric) as required, roller/venetian blinds to be dusted and cleaned.
- **LIGHT FITTINGS**
 - Ensure any blown light globes are replaced.
 - Shades and lights to have any cobwebs and bugs removed, then dusted and cleaned.
- **KITCHEN**
 - Stove - oven, griller, drip trays and hob/hot plates cleaned (remove any food baked on, fat or crumbs and ensure left clean and not greasy).
 - Rangehood / exhaust fan clean and not greasy (filters removed and cleaned).
 - Dishwasher clean and empty, filter cleaned out.
 - Cupboards (inside and out) wiped clean and bench tops clean.
 - Splashbacks and tiles cleaned thoroughly, grout clean and free of stains.
- **BATHROOM**
 - Vanity and Bathroom cabinets cleaned (inside and out),
 - Bath, and shower recess cleaned (inside and out), fittings thoroughly cleaned, grouting free of all soap residue and mildew/mould, curtain clean, screen clean and streak free, hair removed from drains.
 - Any mildew/mould removed (use vinegar or clove oil to kill mould).
 - Toilet thoroughly cleaned (inside and out, including under the seat and lid).
 - Mirrors clean and streak free.
- **EXHAUST FANS**
 - To be thoroughly cleaned.
- **AIR-CONDITIONERS AND HEATERS**
 - To be dusted and wiped clean.
 - Filters to be thoroughly cleaned.
- **FLOORS**
 - Carpets must be professionally steam cleaned and a copy of the receipt provided.
 - If you have had pets at the property carpets must also be de-fleaed and deodorised.
 - Tiles/Vinyl/lino to be vacuumed and washed thoroughly and Grout clean and free of stains.
 - Timber floors must be cleaned thoroughly, and any damage repaired and re-finished
- **EXTERNAL**
 - Cobwebs to be brushed down and removed from exterior walls/windows/doors etc.
 - Driveways, carports, garage and all concrete areas are to be free of oil and grease stains.
 - Ensure lawns are mown and edged and garden beds are free of weeds.
 - If you have had a pet at the property ensure all droppings are cleared and disposed of.
 - All garbage to be cleared from the property and the bin emptied (the new tenants have a right to expect the bins to be empty).
- **DISCONNECTING**
 - Have you arranged for all final readings from electricity & gas company, Coliban Water and Phone / Internet Company?
- **MAIL**
 - Have you arranged for the re-direction of your mail through the post office?
- **GENERAL**
 - Have you notified insurance, bank, super fund etc. of your change of address?