

VACATING CHECKLIST



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ALL PERSONAL EFFECTS MUST BE REMOVED FROM THE PROPERTY.

WALLS AND CEILINGS ARE TO BE CLEAN AND FREE OF WEBS, SCUFFS AND FINGERMARKS. ALL SKIRTING BOARDS ARE TO BE FREE OF DUST AND MARKS.

HARD FLOORS ARE TO BE VACUUMED AND MOPPED.

CARPETS ARE TO BE VACUUMED. SHOULD ANY STAINS BE PRESENT AND/OR IF A PET HAS BEEN KEPT AT THE PREMISES (EVEN IF ONLY EXTERNALLY) CARPETS ARE TO BE PROFESSIONALLY TREATED.

WINDOWS (INSIDE/OUTSIDE), WINDOW SILLS, AND TRACKS ARE TO BE CLEANED.

ALL BENCH TOPS, TILING (INC. GROUT), CUPBOARDS & DRAWERS (INSIDE AND OUT) ARE TO BE WIPED OVER AND CLEANED.

THE OVEN, GRILLER, HOTPLATES AND DRIP TRAYS ARE TO BE CLEANED AND ALL GREASE REMOVED.

ALL TAPS AND SINKS ARE TO BE WIPED OUT AND CLEAN.

THE BATH, SHOWER AND VANITY ARE TO BE THOROUGHLY CLEANED AND FREE OF MOULD, HAIR AND SOAP SCUM. THE SHOWER CURTAIN AND SHOWER SCREENS ARE TO BE CLEANED.

ALL MIRRORS ARE TO BE CLEANED AND MIRROR CABINETS CLEANED INSIDE AS WELL.

TOILETS ARE TO BE CLEANED - INCLUDING BOWLS (INSIDE & OUT), SEAT (TOP & UNDERSIDE) AND CISTERN.

CURTAINS ARE TO BE WASHED/CLEANED DEPENDING ON THEIR FABRIC. BLINDS ARE TO BE DUSTED/CLEANED.

ALL LIGHT FITTINGS, A/C VENTS AND CEILING FANS ARE TO BE CLEAN AND FREE OF DUST. AND ANY/ALL BLOWN LIGHT GLOBES ARE TO BE REPLACED. REPLACEMENT SMOKE DETECTOR BATTERIES ARE TO BE LEFT ON THE KITCHEN BENCH.

LAWNS ARE TO BE MOWED, EDGES TRIMMED, AND ALL GRASS CLIPPINGS REMOVED.

GARDENS AND PAVED/CONCRETE AREAS ARE TO BE FREE OF ALL WEEDS.

DRIVEWAYS, PAVERS AND CONCRETE ARE TO BE FREE OF OIL AND GREASE STAINS.

IF A PET HAS BEEN PRESENT ON THE PREMISES: FAECES ARE TO BE REMOVED, BARE SPOTS ON GRASS AND HOLES RECOVERED AND ANY DAMAGES DONE TO DOORS, SCREENS ETC REPAIRED. THE PROPERTY IS TO BE PROFESSIONALLY SPRAYED FOR FLEAS.

ALL RUBBISH IS TO BE REMOVED FROM THE PREMISES. BINS ARE TO BE LEFT ON THE KERB FOR EMPTYING (IF NOT ALREADY EMPTY).

PLEASE TAKE NOTE: All outstanding rent monies, water accounts, receipt from carpet cleaning and keys must be handed back to the office by 5.00 pm on the date specified. You will be charged rent from each day until the keys are returned. After you hand keys back we will carry out a final inspection.