

## Vacating Checklist

We would like to draw your attention to the following items, which may assist you and prevent delay.

1. All the **keys** to the premises must be returned to our office by 4:30pm on the day you will be vacating. **Rent** will be charged to the date the keys are received at our office.
2. As the **bond** is held by the Department of Fair Trading, a bond claim form will be completed after you have actually vacated the premises and we have carried out the final inspection. This form can be emailed to you or picked up at our office.

## CLEANING REQUIREMENT

### **Bedrooms**

1. Clean power points, light switches and marks on the walls.
2. Clean mirrored robes and tracks they run on, all shelf and drawers.
3. Spray & wipe windows and frames, free from stains and smears, windows tracks to be left free of dirt and insects.
4. Blinds or curtain (if any), to be washed or dry cleaned and re-hung.
5. Wipe down skirting boards.

### **Bathrooms**

1. Clean shower, sinks and vanity, bath and toilet, bench top.
2. Wipe mirrors and cupboard drawers.
3. Clean exhaust vent.
4. Scrub/ mop floors.
5. Clean door and frames and light fittings.

### **Kitchen**

1. Clean all wall, bench tops and remove all grease.
2. Clean all cutlery drawers.
3. Clean cupboards inside and out, check all contents are clean.
4. Clean stove top, range hood and microware inside/out.
5. Clean oven inside/out, trays and wire racks.
6. Check dishwasher. Clean it if needed.
7. Clean out fridge and defrost if needed
8. Clean basin and splash back
9. Mop floors and clean door and frames and windows if any

### **Lounge and dining area**

1. Clean all glass sliding doors and tracks and frames
2. Clean power points, light switches and remove marks on the walls
3. Clean skirting board
4. Spray & wipe windows and frames, **blinds or curtain** (if any)

## Laundry

1. Clean out dryer and sink inside and out
2. Check dryer filter for lint
3. Dust and wipe benches and vacuum and mop floors
4. Dust and wipe down walls and door and frames
5. Clean Exhaust fan

## Others

1. Vacuum every room, skirting boards and the corner behind the door.
2. Clean and wipe down all cupboard and storage unit if any.
3. Wipe down entrance door and frames, light switches, intercom unit.
4. Clean outdoor furniture table and chairs and hose down balcony, if any.
5. Clean balcony glass sliding doors, windows, walls and floors.
6. Clean balcony glass railing and cobwebs on balcony.
7. Dust/ clean mirrors and frames, lamps if any.
8. Dust/ clean all wooden blinds and shutters if any.
9. Remove garbage and unwanted items in garage.
10. Mow lawn and weed flower beds if applicable.
11. Haul away all garbage.

## **FURNISHED PREMISES:**

**Make sure that all items are in original rooms as per inventory list and have been cleaned. All linens must be dry cleaned.**

## **NOTES:**

- **Please ensure property is left as nearly as possible in the same condition (fair wear and tear excepted) as set out in the original condition report.**
- **Please remember to have the electricity, gas, telephone, internet and Pay TV disconnected from your name/s.**

## **The following may be able to assist you:**

Cleaning:	D&T Properties Services	Diana	0410624608
General maintenance:	C&K	Tommy Fu	0413432347
	J&L	John	0403346728
Home appliances	Alpha Home Appliances	Peta	9314 0712
Pest Control	Amalgamated Pest Control		8787 1111