

Your vacate cleaning checklist.

We've prepared this checklist to assist you with getting ready to vacate your rental property. We suggest you give yourself adequate time to complete all the tasks below. We are happy to recommend professional cleaners for you to use if you wish (you will need to book in advance to ensure that cleaning can be undertaken prior to you returning keys to the premises).



General

- ☐ All venetian, vertical blinds and curtains to be cleaned (no dirt or dust left)
- ☐ All windows, sills, tracks, and doors to be cleaned inside and out - please note vacuuming may not clear all dirt and debris
- ☐ Carpets should be vacuumed prior to professional steam cleaning; we encourage you not to use "do it yourself" carpet cleaners as incorrect operation may cause significant damage
- ☐ Walls and ceilings are to be washed to remove any dirty marks, cobwebs, and nicotine stains
- ☐ All personal property is to be removed from the property
- ☐ Inventory to be in accordance with the Residential Tenancy Agreement (RTA)
- ☐ No extra nails or holes in walls, doors, or ceilings
- ☐ Any damage done by the tenant must be repaired at the tenant's expense
- ☐ Skirting boards should be free of dust and dirt
- ☐ Light fittings to be dusted and washed – any bugs to be removed (and non working light bulbs replaced)



Kitchen

- ☐ Bench tops and splashbacks should be cleaned with a powerful cleaner with no residue left behind
- ☐ Stove top to be cleaned, including drip trays and rims (these are usually removable)
- ☐ Grill, trays, and oven should be cleaned including down the sides of ovens
- ☐ Inside, outside and undersides of the cupboards and drawers to be cleaned - no sticky marks, dirt or grease left
- ☐ Floor to be swept/vacuumed and mopped
- ☐ Sink and disposal unit to be left clean (no stains from coffee or tea residue)
- ☐ Range hood and filters to be cleaned and free of dust and grease
- ☐ Dishwasher left with no food particles in the filter or along door seals
- ☐ Exhaust fans and filters left clean (free of dust and grease)





Bathroom

- ☐ All mould to be cleaned from the tiles, grout, ceiling, and walls
- ☐ Mirrors to be cleaned and streak free
- ☐ Shower and bath to be cleaned including glass sliding doors and tracks (no soap scum)
- ☐ Toilet bowl and cistern to be cleaned and scrubbed including the exterior around the bottom and back of the bowl
- ☐ Inside, outside and undersides of the cupboards and drawers to be cleaned - no sticky marks, dirt or grease left
- ☐ Vanity basin should be cleaned inside and out
- ☐ Floor to be swept and mopped
- ☐ Exhaust fans cleaned and free of dust
- ☐ Hair build-up removed from plugs/drains



Laundry

- ☐ Floor swept and mopped
- ☐ Tubs should be left clean, and all lint removed
- ☐ Clean the filter on the dryer
- ☐ Clean the exhaust fans



Outside

- ☐ Dirt and oil marks on driveways, garage floor or paths to be removed
- ☐ All rubbish to be removed from premises (including under house)
- ☐ Lawns and gardens to be mown, edges cut and free of weeds
- ☐ Garbage bins left empty and clean (Council will collect excess waste with prior arrangement)
- ☐ Cobwebs to be removed from walls, eaves, windows, garden sheds, and fences
- ☐ BBQ's cleaned including drip trays (if outdoor bbq is included in your tenancy)
- ☐ Debris cleaned from pool and skimmer box (if applicable)





Outside (continued)

- ☐ Garden sheds swept clean and all belongings removed
- ☐ Remove any ring marks from pot plants
- ☐ Any dog/animal droppings are to be removed
- ☐ If you plan on engaging a council clean up, please ensure this is completed prior to the vacate date; NO rubbish should remain on the nature strip



Administration

- ☐ Ensure that our office has your new forwarding address and phone number
- ☐ Have your rent paid up to your vacate date
- ☐ Return all keys to this office including letterbox keys
- ☐ Arrange disconnection of your telephone, electricity and gas supply
- ☐ Re-direct all mail to your new address



Please Note

We are happy to recommend professional cleaners for you to use if you wish (you will need to book in advance to ensure that cleaning can be undertaken prior to you returning keys to the premises).

We may need to show the premises to prospective tenants before you vacate and we therefore bring your attention to Clause 23.8 in your Residential Tenancy Agreement.

Don't forget to have the electricity, gas and telephone disconnected and remember to redirect your mail as soon as possible as no responsibility is taken for lost mail.

Make sure your electricity and gas are getting connected at your new home, so it's ready for you when you move in!