

CLEANING CHECKLIST

<p>You are responsible for returning the property in the same condition as you received it, as per your Entry Condition Report, taking into consideration fair wear and tear. This list is for your reference to use as a guide however cleaning is not limited to this list.</p>		
Power Supply		Ensure Power Supply is maintained to the property until at least 3 working days after your lease end date in order to finalise your tenancy.
Kitchen		Vacuum all sliding door tracks and clean tracks.
		Sweep and mop all non carpeted floors, removing any marks.
		Clean carpets to a professional standard
		Fumigate for Fleas if pets were kept in property
		Clean light fittings, remove bugs and cobwebs.
		Clean marks off walls/doors/light switches/power points.
		Remove all dust from skirting boards, window frames, window sills, above cupboards, picture rails, architraves and both sides of all doors, all other fittings and surfaces etc
		Clean inside, outside and around the stove, including control knobs
Bathroom		Clean inside and outside of oven, griller, doors, trays, racks, glass, control knobs
		Clean curtains and blinds. Refer to the Property Manager for method advice.
		Remove all cobwebs, insect marks and nests.
		Clean in wardrobes, shelves, drawers and mirrored doors. Remove scuff marks.
		Clean inside and outside of all cupboards/drawers and doors.
	Range hood exhaust and filter -filter can be removed and cleaned, clean splashback	



Bathroom		Clean sink, especially drain holes, drainers and tap ware, splash back side, outside and behind the refrigerator and dishwasher / space.
		Clean all walls, floors, mirrors, ceiling, windows and window tracks.
		Inside and outside of all cupboards and drawers.
		Clean toilet, bath, shower recess, remove built up soap residue on tiles and shower screens, clean sink and all tap ware, towel rails.
		Shower curtain cleaned or replaced (if needed).
Laundry		Clean behind washing machine space. Clean equipment and filters if applicable.
		Clean inside, outside and behind the dryer. Remove lint.
		Clean inside, outside and around the laundry tub, cabinets, shelves, drawers, tap ware
		Clean all walls and floors, ceiling.

Verandah, Decks, Outdoor Areas		Sweep and mop, clean railings, glass, and light fittings.
		Remove all cobwebs etc.
Garage, Carport, Driveway		Sweep out and remove any oil residue from concrete, pavers, paths, driveways.
		Place bins out on footpath for next collection, not to be overflowing as per council rules.
		Close and lock the garage door, if applicable.
Gardens and Lawns, Pool		Mow lawn, trim all edges, weed gardens, general garden tidy, remove all rubbish.
		Return pool to condition as per condition report at start of the tenancy and supply Pool Test report to Property Manager – Report to be completed on the end of tenancy date.
If Furnished		Ensure all items are clean and are located in original rooms as per Inventory list



FORWARDING INFORMATION

Please complete this form and return to the property manager along with the keys and garage remote.

PROPERTY ADDRESS : _____

(If more than 3 Tenants attach information on separate page)
TENANT 1, TENANT 2, TENANT 3

Full Name:

Forwarding
Address:

Phone Work:

Email Address:

Mobile Number:

Signature:

Date:

Bank Account Name:

BSB No:

Acc No:

Bank:

Bank Account Name:

BSB No:

Acc No:

Bank:

Bank Account Name:

BSB No:

Acc No:

Bank:

I/we wish to be present at the vacate inspection

YES

NO

If Yes - contact Property Manager for time and date of scheduled vacate inspection.

