

CLEANING CHECKLIST

CLEANING

We ask that you please leave your power on for our final inspection.

THE INTERIOR

Walls and Skirting Boards

All walls and skirting boards are to be washed. Wipe around all light switches, doors, tops of doorframes and window frames. Inside wardrobes and linen cupboards are to be cleaned and wiped out also. Please check the cobwebs that make their way inside.

The Windows

All windows are to be cleaned inside and out (where possible), including window tracks.

Light Fittings

All light fittings are to have all insects and cobwebs removed from inside – this includes external lights. All blown globes are to be replaced by the tenant.

Curtains and Venetians

All curtains and Venetians are to be washed. (See special washing instructions) Unless otherwise instructed.

Carpets

All carpeted areas are to be cleaned by a professional carpet cleaner and an invoice must be handed into the office. Polished floors, tiles and vinyl to be cleaned appropriately, taking particular attention to the corners.

Bathroom and Ensuite

All surfaces are to be wiped over and shower curtains are to be washed. Please pay particular attention to inside the vanity basin and toilet.

Kitchen

All cupboards and drawers are to be washed inside and out. All other surfaces are to be wiped over.

Stove and Hot Plates

Drip tray rings are to be removed and washed. Inside is to be cleaned as well as wire racks and grill trays. The oven will need to be pulled out and wiped over as well as the surrounding walls. Oven cleaner is highly recommended.

Refrigerator

All food items are to be removed from the fridge / freezer prior to cleaning. All trays / compartments are to be cleaned. Please turn off at the wall but leave open to air and prevent mould.

Ceiling Fans

All ceiling fans are to be wiped down to remove all dirt / dust from blades and centre parts.

Laundry

Walls and tubs inside and out are to be cleaned.

Washing Machine / Dryer: To be wiped out and filters to be cleaned. All soap powder to be removed.

Keys

All keys supplied and cut are to be returned to the agency by close of business the day of vacating. Please note that rent will continue accruing until all keys have been returned to the agency.

Pest Control

Where animals have resided at any time at the property, pest control for fleas is to be carried out by a professional pest controller with an invoice presented to the agency.

IF PROPERTY IS FURNISHED

All furniture is to be cleaned and dusted including vacuuming under and behind furniture. Mattress covers are to be removed and washed.

Lounge Suites

Lounge suites are to be cleaned by a professional carpet cleaner, which should usually be done at the same time as the carpets.

THE EXTERNAL AREA

Rubbish Bins

All rubbish bins are to be emptied and washed where possible

Windows and Screens

All external windows are to be cleaned and cobwebs removed. Screen doors are to be washed and cobwebs removed. The property is to be hosed around doors, verandahs and decks.

Yards and Gardens

Lawns are to be mowed, whipper snipped & weeded no later than 3 days prior to vacating.

Garages / Carports and Driveway areas

Garages, carports, driveways, pathways and all storage areas are to be hosed and swept out. All oil and grease marks are to be removed from concreted areas.

BOND REFUND

Once the inspection has been completed, we anticipate having the bond refund documents completed within approximately 48 hours. Once the final inspection has been completed by our Property Manager, all parties entitled to the bond must be present to sign a bond refund form in order to release the bond. Should the parties not be present to sign, this office will automatically forward the bond refund form to the RTA to claim a refund as we see fit.

DAMAGE

The tenant should have any repairs attended to prior to vacating. Check with the agency for a referral regarding a suitable tradesperson.

RENT

Rent will be charged on a daily basis until ALL keys have been returned to the agency and the property has been vacated to standard.

FOWARDING ADDRESS

As it may be necessary for us to contact you following your tenancy with our agency, could you kindly provide us with your forwarding address and contact numbers.

**If you are unsure of any of your commitments to finalise your
tenancy,
please feel free to contact us on 07 4972 1799.**