

ITEMS TO BE CLEANED UPON VACATING PREMISES

KITCHEN

- Oven, griller, drip trays and stove top to be thoroughly cleaned.
 - If free standing, pull away from wall and clean down sides & on floor
- Clean exhaust fan & filter inside & out. Soak filters in hot soapy water and scrub to remove fat and grease build up.
- Mop all floors
- Clean windows – sliding windows to be taken out of tracks and clean both sides
- Clean window tracks & screens – both sides
- Curtains to be hand washed
- Clean all cupboards inside & out – do not forget frames and edges
- Clean all bench tops
- Clean all walls
- Clean dishwasher – inside & out – if applicable
- Clean & remove any / all cobwebs
- Clean skirting boards – also check after carpet cleaners if applicable
- Clean fans – both sides of blades, motor & shroud cover
- Clean exhaust fan on ceiling
- Clean all light fittings – use a step ladder and remove covers to clean inside & out of light fixtures to remove all bugs and dust – return covers when finished – Ensure that all globes are working.

DINING ROOM / FORMAL DINING ROOM

- Mop all floors – If applicable
- Clean windows – sliding windows to be taken out of tracks and clean both sides
- Clean window tracks & screens – both sides
- Curtains to be hand washed
- Clean all cupboards inside & out – do not forget frames and edges
- Clean all walls
- Clean & remove any / all cobwebs
- Clean skirting boards – also check after carpet cleaners if applicable
- Clean fans – both sides of blades, motor & shroud cover
- Clean all light fittings – remove covers and clean inside & out – return covers when finished – Ensure that all globes are working

LOUNGE / FAMILY ROOM/S

- Mop all floors – If applicable
- Clean windows – sliding windows to be taken out of tracks and clean both sides
- Clean window tracks & screens – both sides
- Curtains to be hand washed
- Clean all cupboards inside & out – do not forget frames and edges

- Clean all walls
- Clean & remove any / all cobwebs
- Clean skirting boards – also check after carpet cleaners if applicable
- Clean fans – both sides of blades, motor & shroud cover
- Clean all light fittings – remove covers and clean inside & out – return covers when finished – Ensure that all globes are working
- If furnished – couches and chairs may require professional cleaning & receipt to be provided to the office – this will be stated in your lease agreement. -
- Carpets to be professionally cleaned and receipt to be provided to office
- Air conditioner filters to be cleaned and free from dust - if applicable

BEDROOM/S

- Mop all floors – If applicable
- Clean windows – sliding windows to be taken out of tracks and clean both sides
- Clean window tracks & screens – both sides
- Curtains to be hand washed
- Clean all cupboards inside & out – do not forget frames and edges
- Clean all walls
- Clean & remove any / all cobwebs
- Clean skirting boards – also check after carpet cleaners if applicable
- Clean fans – both sides of blades, motor & shroud cover
- Clean all light fittings – remove covers and clean inside & out – return covers when finished – Ensure that all globes are working
- If furnished – couches and chairs may require professional cleaning & receipt to be provided to the office – this will be stated in your lease agreement. -
- Carpets to be professionally cleaned and receipt to be provided to office
- Air conditioner filters to be cleaned if applicable
- Clean wardrobes – inside & out
- Replace mattress protectors with same or similar quality as those supplied upon entry if applicable

HALLWAY

- Mop all floors – If applicable
- Clean windows – sliding windows to be taken out of tracks and clean both sides
- Clean window tracks & screens – both sides
- Curtains to be hand washed
- Clean all light fittings – remove covers and clean inside & out – return covers when finished – Ensure that all globes are working
- Clean all cupboards inside & out – do not forget frames and edges
- Clean all walls
- Clean & remove any / all cobwebs
- Clean skirting boards – also check after carpet cleaners if applicable

BATHROOMS / ENSUITE

- Mop all floors – If applicable
- Clean windows – sliding windows to be taken out of tracks and clean both sides
- Clean window tracks & screens – both sides
- Curtains to be hand washed
- Clean all cupboards inside & out – do not forget frames and edges

- Clean all walls
- Clean & remove any / all cobwebs
- Clean skirting boards – also check after carpet cleaners if applicable
- Clean all light fittings – remove covers and clean inside & out – return covers when finished – Ensure that all globes are working
- Clean basin & cabinet
- Clean any / all mirrors
- Clean and de- mould shower and bath / spa
- De-calcify any build up on screens / glass
- Clean toilets – inside and outside & under & around bowl and floor & walls
- Clean exhaust fan filter
- Remove all hair and debris from drains

LAUNDRY

- Mop all floors – If applicable
- Clean windows – sliding windows to be taken out of tracks and clean both sides
- Clean window tracks & screens – both sides
- Curtains to be hand washed
- Clean all cupboards inside & out – do not forget frames and edges
- Clean all walls
- Clean & remove any / all cobwebs
- Clean skirting boards – also check after carpet cleaners if applicable
- Clean all light fittings – remove covers and clean inside & out – return covers when finished – Ensure that all globes are working
- Clean exhaust fan filter

CARPORT / GARAGE / STORAGE ROOM / GARDEN SHED

- Sweep & mop all floors – If applicable – a degreaser and high pressure hose may be needed on grease marks and stains.
- Clean windows – sliding windows to be taken out of tracks and clean both sides – If applicable
- Clean all walls
- Clean window tracks & screens – both sides – If applicable
- Clean all light fittings – remove covers and clean inside & out – return covers when finished – Ensure that all globes are working
- Curtains to be hand washed – If applicable
- Clean all cupboards inside & out – do not forget frames and edges – If applicable
- Clean & remove any / all cobwebs
- Remove any / all wood or additional items from the property
- Ensure that any / all keys are working and returned to the office – as per your lease agreement.

GARDENS / LAWNS / YARDS

- Remove any / all wood or additional items from the property
- Mow Lawns
- Remove all garden & household rubbish and waste
- Weed garden beds
- Sweep paths

PATIO / VERANDAH / BALCONY

- Clean all light fittings – remove covers and clean inside & out – return covers when finished – Ensure that all globes are working
- Clean all cupboards inside & out – do not forget frames and edges
- Clean & remove any / all cobwebs
- Remove any / all wood or additional items from the property
- Remove all garden & household rubbish and waste
- Mop all floors – If applicable
- Clean windows – sliding windows to be taken out of tracks and clean both sides
- Clean all walls

GENERAL

ALL Carpets are to be professionally cleaned & receipt to be provided to office

ALL Curtains are to be hand washed

Clean down any / all furniture – if applicable

CHECK ALL Smoke Alarms and batteries are working

CHECK ALL Air conditioners are working, with cleaned filters and remotes & batteries are working

PET/S – FUMIGATION – Ensure that property is fumigated both inside & outside for fleas, if you have had a pet at the property – this includes birds, cats, dogs etc

CHECK ALL Garage remote controls & batteries are working

CHECK ALL Remote controls & batteries are working

PLEASE CHECK WITH YOUR ORIGINAL ENTRY CONDITION REPORT / INVENTORY

KEYS - ENSURE ALL KEYS ARE RETURNED TO OUR OFFICE ON THE DAY OF VACATING - RENT MAY BE CHARGED UP TO AND INCLUDING THE DAY THE KEYS ARE RETURNED INTO OUR OFFICE

FINAL INSPECTION - CONTACT YOUR PROPERTY MANAGER TO ARRANGE YOUR FINAL INSPECTION – WE RECOMMEND BOOKING **AT LEAST 3 DAYS PRIOR TO VACATING**

CLEANING - ALL CLEANING MUST BE COMPLETED AND PROPERTY VACATED TO ENABLE A FINAL INSPECTION TO BE COMPLETED.

RENT – Ensure rent is paid to the vacating date and no arrears are to be deducted from bond.

BOND REFUND/S – For prompt return of bond please ensure that all cleaning is completed as above list and all obligations are completed as per your tenancy agreement. You must advise our office in writing of all forwarding details for all tenant/s.

UTILITIES / SERVICES – Arrange disconnection of electricity, telephone, gas & cable television – if applicable

POST / MAIL – Please remember to arrange for your mail to be forwarded to your new home / address

We thank you for your tenancy and if we can assist in any way to ensure your moving out is as easy as moving in, please let us know.

Cleaning Tips

Use a step ladder or ladder to complete the following inside jobs:

- Remove and wash all light covers to remove all dust and bugs, dry and replace. Check all light globes at the same time and change any blown globes.
- Wipe clean all ceiling fans, air conditioners (including internal filters) & smoke alarms. Remove exhaust fans in kitchen, toilet and bathroom, wash and replace.
- Check and clean all curtains of dirt, dust and marks. Some curtains can be washed on a gentle cycle. If not, vacuuming may help remove dirt and dust, than wipe clean. Handy Hint – using eucalyptus oil on a wash cycle will help eliminate odors.
- Check for fly and insect spots on all ceilings, sugar soap or mild detergent in a bucket of warm water with a sponge work well. Test a small spot to ensure it doesn't damage the paint.

Kitchen and Bathroom Cleaning..

- Remove all components of oven, range hood and stove including the knobs if they come off. Soak in hot soapy water for as long as necessary (overnight if possible).
- Clean oven as per oven cleaner's directions, pay special attention to the glass. Replace oven components.
- Wash stove with soapy water, gently scourer if necessary to remove all marks and food build up. Polish dry with paper towel. Replace knobs and burners.

Bathroom..

- Wet & scrub entire shower with a crème cleanser and a scourer sponge especially in the corners, door frame and top of shower unit no soap scum, mold or rust stains are visible. Rinse with clean water. Squeegee shower glass, then dry and polish with clean paper towel so there is no streaks. Make sure drain is free of hair.
- Clean exterior of shower with glass cleaner and paper towel.
- If mold is present you may need a mold remover, a toothbrush is useful to get into grout and tight areas
- Scrub bath with scourer sponge and crème cleanser and rinse thoroughly.
- Wipe out vanity and sink, scrub with scourer if necessary to remove build up and rust marks.
- Polish mirror and wall tiles with a glass cleaner and paper towel until streak free.

Simple method to squeegee a window

- Wet and soap up window with a scourer sponge to remove all dirt and build up
- With the window soapy and wet all over, wipe the top edge with a dry towel, this will reduce streaking
- Slide the squeegee down the window with a firm steady pressure starting from either side
- Dry squeegee blade after each stroke, continue until finished. Make sure each stroke slightly overlaps the last one to avoid lines
- Dry edges and remove any remaining marks and streaks with a clean towel
- Wipe frame and window ledge

Handy hints – Internal windows can be done the same way, just use less water and place a towel under the window to prevent water damage. This technique can be also be used on large mirrors and shower screens.