



## VACATING INFORMATION GUIDE

**The following checklist has been prepared to assist when vacating the property you have been renting.**

### **Throughout the property**

Remove all cobwebs throughout the home, this includes those on the exterior of the building.

### **Kitchen**

*Stove* - to be wiped clean of grease and any food items.

*Grill* - to be wiped clean of grease and crumbs.

*Oven* - to be wiped clean of grease and any food scraps with glass to be cleaned also.

*Cupboards, drawers, bench tops & sinks* - all to be wiped clean of any splatter or marks.

*Smoke Detector to be mounted and batteries to be in working order.*

### **Bathroom**

*Cabinets and drawers* - to be wiped and cleaned out removing any product residue.

*Hand basin* - to be cleaned thoroughly removing any grime.

*Toilet* - to be cleaned thoroughly.

*Shower screens/curtains/bases/tiles and shower recesses* - to be cleaned and soap scum throughout removed.

*Exhaust fan* - to be cleaned thoroughly, cobwebs and dust to be removed.

### **Walls, Ceiling, Doors and Windows throughout**

*Walls* - Marks to be removed particularly from around light switches and door handles.

*Skirtings* - to be thoroughly dusted and cleaned.

*Air vents* - to be cleaned with cobwebs and dust to be removed.

*Doors* - to be cleaned with grubby marks to be removed.

*Window sills and windows* - to be dusted and cleaned, this includes fly wires to be cleaned of dust and cobwebs to be removed.

### **Floors**

*Carpets to be **PROFESSIONALLY** steam cleaned or dry cleaned.*

*Vinyl/Lino* - to be washed thoroughly and scuff marks to be removed.

### **Light Fittings**

*Light fittings* - to be cleaned of cobwebs and glass fitting washed.

*Light bulbs* - to be replaced if not working, all lights should be in working order.

### **External**

Driveways, carports, garages and all concrete areas to be free of oil and grease stains.

If under the terms of your lease, you are responsible for the maintenance of lawns/gardens.

Lawns to be mowed, edges trimmed and all garden rubbish to be removed from property.

Garden beds and pebble gardens to be weeded.

### **Disconnecting/final reading of electricity**

Have you arranged for final reading from electricity, gas, telephone & water authorities?

***Please note electricity should not be disconnected until final inspection has been conducted.***

### **Rental Payments**

Have you cancelled your rental payments from your bank?

**Should you wish for your property to be professionally cleaned, please contact our office for a list of contractors who service the area.**