



## **CLEANING GUIDE FOR VACATING TENANTS**

This guide is to assist you in making your moving and vacating process as stress free as possible. Please use this as a cleaning checklist upon vacating.

<b>GENERAL REQUIREMENTS</b>	<b>COMPLETED</b>
Curtains, Venetians and Blinds to be cleaned, washed or dry cleaned as required	
Insect screens to be removed carefully and hosed and brushed	
Windows, Windowsills and tracks to be vacuumed and cleaned	
Doors, door frames and tracks to be left clean and undamaged	
Marks to be removed from walls with sugar soap or similar product	
Cobwebs to be removed from ceiling cornices and walls	
All light fittings to be cleaned and free from insects	
All floors and skirting boards to be washed	
All ceiling fans throughout to be free from dust (if applicable)	
Clean all mirrors throughout including wardrobe door mirrors (if applicable)	
All exhaust fans throughout the property to be cleaned	
Air vents to be dusted	
All vertical blind strings to be attached and secure	
All items on inventory to be accounted for (if applicable)	
Air conditioners and filters to be cleaned (if applicable)	

<b>KITCHEN REQUIREMENTS</b>	<b>COMPLETED</b>
The oven and grill cleaned. Drip trays to be cleaned of all grease.	
Range hood cleaned including the filters (where applicable)	
All cupboards cleaned inside and out (don't forget the tops of the cupboards)	
Sink taps and disposal unit (if applicable) cleaned and polished	
Walls and tiled areas to be free from grease	
All benches and floors to be cleaned and free from dirt and grease (don't forget the corners)	
The dishwasher left clean. Wipe over internal door, remove debris from the bottom drainer (if applicable)	
Refrigerator to be defrosted and all surfaces to be cleaned, including shelves and crisper drawers, switch appliance off at the wall and leave door ajar (if applicable)	

<b>BATHROOM REQUIREMENTS</b>	<b>COMPLETED</b>
Shower recess to be scrubbed	
Grouting to be free of all soap residue and mildew	
Shower curtain (if applicable) to be washed and shower screen to be cleaned	
All plugholes are to be clean and free from debris	
Mirrors to be wiped over	
All drawers and cupboards to be cleaned	
Toilet to be cleaned thoroughly, including bowl, lid, seat, cistern, and behind the toilet	

<b>LAUNDRY REQUIREMENTS</b>	<b>COMPLETED</b>
Washing machine and clothes dryer filter to be cleaned out	
Clean under laundry tub and clean plughole	
Cupboards to be cleaned thoroughly inside and out	

<b>OUTSIDE REQUIREMENTS</b>	<b>COMPLETED</b>
Lawns to be mowed and edges trimmed 2-3 days before vacating (please don't dump grass clippings or tree cut-offs in the garden beds or behind sheds)	
Flower beds and pebble areas to be weeded	
No rubbish to be left in the gardens or around the property	
All garbage bins to be emptied and washed cleaned	
Driveways, carports, garages and any concrete areas to be free from oil and grease stains	
Garage floor area to be swept and cobwebs removed	
Cobwebs to be removed from outside eaves, awning and ceilings	

#### **PEST CONTROL**

If pets have been kept on the property, then you must have the property professionally pest controlled for fleas inside and out and produce the receipt to our office.

#### **DAMAGE**

Damage that occurs due to the tenants' neglect must be rectified at the tenants cost.

#### **IMPORTANT REMINDERS**

Contact your energy supplier for a final reading of electricity supply  
 Disconnect the telephone  
 Disconnect and pay TV and broadband connections  
 Redirect your mailing address – forms are available at Australia Post

#### **RENT & KEYS**

Rent must be paid up to and including the day the keys are returned to the office. Compensation may be claimed for loss of rent if the property is not handed over accordingly upon the end date.

#### **AREAS THAT ARE NOT CONSIDERED AS "FAIR WEAR AND TEAR"**

Marks / Damage to the Carpets  
 Marks / Damage to walls including inside robes  
 Marks / Damage to Drapes  
 Dead insects in light fittings  
 Dusty / Dirty window tracks, door tracks and robe tracks  
 Chipped tiles

**If our agency can be of any assistance during your move, please do not hesitate to contact us. We have recommended cleaners and pest control companies that you may wish to use.**

Kinds Regards,

PROPERTY PURSUIT