

# Vacate/Cleaning Checklist

## PRIOR TO VACATING

If you can foresee anything in the property that differs from the ingoing Condition Report **PLEASE DISCUSS THESE MATTERS WITH YOUR PROPERTY MANAGER PRIOR TO YOUR VACATE DATE.**

If these matters are discussed and rectified prior to vacate date, it will help to ensure that your bond is refunded without delay. If the Final Inspection reveals the condition of the property to be inconsistent with our standards or with the ingoing Condition Report, we will require all matters to be rectified by professional cleaners and trades persons at your expense.

The list below outlines the standard of cleanliness required by our agency when vacating a property. This checklist is a compulsory part of our vacating procedure and must be adhered to. To ensure that there are no oversights, please tick each item as it is completed. Your attention to this checklist is intended to ensure prompt return of your bond and the integrity of your rental history.

Leon Mancini & Sons Pty Ltd

Licensed Estate Agent

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## KITCHEN

- All kitchen surfaces must be cleaned thoroughly
- Stove top to be cleaned thoroughly
- Grill and all trays to be cleaned thoroughly, including base and no foil present
- Oven is to be cleaned thoroughly inside and out; including all oven trays, the base of the oven and the interior and exterior of the door. The glass section of the door should be free from any grease or marks
- The oven, grill and stove top should not be left greasy or have baked on food
- All cupboards and drawers are to be cleaned inside and out thoroughly
- Sink to be cleaned thoroughly
- Benches to be wiped down thoroughly
- Remove all items including cleaning products and cloths

## CARPETS

- Carpets must be professionally steam cleaned. Please book carpet cleaner well in advance to ensure it is completed before the keys are due for return. Please note that should the carpets be steam cleaned and the quality not deemed acceptable, you will be required to have the carpets cleaned again at your own expense
- Carpet cleaning receipt must be provided as confirmation and presented on return of the keys

## BATHROOM / LAUNDRY

- All bathroom surfaces must be cleaned thoroughly
- Shower recesses are to be scrubbed clean
- Soap dish is to be cleaned
- Shower curtains are to be washed or replaced
- Shower screens are to be free from streaks and soap scum
- Basin is to be cleaned thoroughly
- Bath is to be cleaned thoroughly
- All grouting is to be free of all soap residue and mildew
- All tiled surfaces are to be cleaned thoroughly
- All cupboards, cabinets and vanities are to be cleaned inside and out thoroughly. No items are to be left
- Mirrors are to be clean and streak free
- All toilets are to be cleaned thoroughly
- Separate toilet rooms are to be cleaned thoroughly
- Laundry trough is to be cleaned thoroughly
- Exhaust fans must be clean and free from dust

# Vacate/Cleaning Checklist

## GENERAL

- Exhaust fans are to be removed and cleaned
- All windows are to be cleaned thoroughly and be free from streaks
- All windowsills are to be wiped down
- All cupboards and drawers are to be cleaned inside and out. No items are to be left
- All light fittings are to be cleaned thoroughly
- All vinyl and tiled floor coverings are to be mopped and cleaned thoroughly
- Skirtings are to be cleaned thoroughly
- Venetian blinds are to be cleaned thoroughly on both sides
- All woodwork is to be cleaned thoroughly
- Marks are to be removed from walls. Ensure smudge marks, finger marks and scuff marks are removed
- All cobwebs are to be removed
- Heater louvers are to be wiped down
- No personal items are to be left at the property

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## EXTERIOR

- Garden beds and pebble areas are to be weeded
- Lawns to be mowed. All grass clippings to be removed
- No rubbish is to be left at the property
- Ensure bins are empty, or make arrangements for them to be put out on next collection day
- Shed is to be cleaned and all items removed
- Garage is to be cleaned, swept and all items removed
- Driveways, carports and all concrete areas are to be free from any oil and grease stains

## OTHER

- The power should be disconnected after the final inspection has taken place
- The Agent is not responsible for the redirection of your mail
- It is important that you return ALL your keys to our office as rent will be charged until they are returned
- If you have had pets at the property, please ensure that the property is free from any animal droppings
- Please arrange for your utilities to be disconnected including water, gas, electricity, phone, and internet and pay TV.

## MOVING HOUSE?? Here are some handy REMINDERS of who to notify...

### Utility Providers

- Gas
- Electricity
- Water
- Phone/Internet

### Health Providers

- Medicare
- Doctor
- Dentist
- Vet

### Memberships

- Gym
- Golf
- Library
- Loyalty Programs

### Financial Institutions

- Tax Office
- Bank
- Super Fund
- Home/Car Insurance

### Other

- Schools
- Electoral Roll
- Post Office
- Licence and Passport

- Charities
- Employment Payroll
- Friends and Family