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| ☑ | DONE |
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|  | **KITCHEN** |
| ⬜ | The oven and grill is to be cleaned and lined with foil. Drip trays to be cleaned of all grease |
| ⬜ | Range hood to be cleaned including the filters (where applicable) |
| ⬜ | All cupboards to be cleaned inside and out (don’t forget the tops of the cupboards) |
| ⬜ | Sink, taps and disposal unit (if applicable) to be cleaned and polished |
| ⬜ | Walls and tiled areas to be free from grease |
| ⬜ | All benches and floors to be cleaned and free from grease |
| ⬜ | The dishwasher is to be left clean. Wipe inside of door and remove debris from 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) |
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|  | **GENERAL – ALL ROOMS** |
| ⬜ | All exhaust fans throughout the property to be cleaned |
| ⬜ | Air vents to be dusted |
| ⬜ | Venetian blinds to be washed thoroughly (if applicable) |
| ⬜ | Flyscreens to be removed carefully and hosed or brushed to remove dirt / dust (if applicable) |
| ⬜ | Windows and window sills to be cleaned thoroughly |
| ⬜ | Doors and door frames to be left clean and undamaged |
| ⬜ | All marks to be removed from walls using sugar soap (or equivalent) |
| ⬜ | 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) |
| ⬜ | Drapes to be washed or dry-cleaned according to manufacturer's instructions |
| ⬜ | All vertical drape strings to be attached and secure |
| ⬜ | All items on inventory to be clean, undamaged and accounted for (if applicable) |
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|  | **OUTSIDE AREAS** |
| ⬜ | Lawns to be mowed and edges trimmed within 2 days of vacating – if applicable. DO NOT dump grass clippings or tree off-cuts in garden beds or behind sheds |
| ⬜ | Flower beds and pebble areas to be weeded (if applicable) |
| ⬜ | No rubbish to be left in the garden or elsewhere around the property |
| ⬜ | All garbage bins to be emptied and washed clean |
| ⬜ | 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, awnings and ceilings (where applicable) |
| ⬜ | Pool and spa to be cleaned, vacuumed and at the correct pH factor (if applicable) |
| ⬜ | Pool equipment to be in accordance with ingoing inventory and for security reasons must be stored in the garage or securely locked in the garden shed at the time of vacating (if applicable) |

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|  | **BATHROOM** |
| ⬜ | Shower recess to be scrubbed and free from soap scum, mildew and grime |
| ⬜ | Grouting to be free from soap scum, mildew and grime |
| ⬜ | Shower curtain (if applicable) to be washed and shower screen to be cleaned |
| ⬜ | All plugholes are to be clean and free from debris |
| ⬜ | Mirrors are to wiped over and streak-free |
| ⬜ | All drawers and cupboards are to be cleaned |
| ⬜ | Toilet to be cleaned thoroughly including bowl, seat and cistern |
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|  | **LAUNDRY** |
| ⬜ | 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  |
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|  | **PEST CONTROL** |
| ⬜ | If you have kept pets on the premises then you must have the property professionally fumigated especially for flea control both inside and outside and the invoice / receipt must be produced prior to the vacating inspection |
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|  | **CARPETS** |
| ⬜ | All carpets are to be professionally cleaned if soiled or marked in any way and an invoice / receipt must be produced prior to the vacating inspection. Please note that should you choose to use a carpet cleaning company other than the one we recommend you could be liable to have the carpets re-cleaned should they not meet our exacting standards of cleanliness. |
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|  | **DAMAGE** |
| ⬜ | Damage that has occurred as a result of your neglect must be rectified at your cost prior to the vacating inspection |
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|  | **IMPORTANT NOTE** |
| ⬜ | DISCONNECT THE POWER / ELECTRICITY AND FINALISE YOUR ACCOUNT |
| ⬜ | DISCONNECT THE GAS AND FINALISE YOUR ACCOUNT |
| ⬜ | DISCONNECT THE TELEPHONE |
| ⬜ | REDIRECT THE MAIL |
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|  | **REMINDER** |
| ⬜ | Rent is payable until all keys are returned to our office |
| This list is provided as a guide only andadditional cleaning may be required |