

Vacating Cleaning Checklist and Preferred Supplier List



FORWARD THIS FORM TO:

Best Property 4 U : reception@bestproperty4u.com.au or fax (07) 3456 4295

Property Address :

Property Manager :

Date : _____

Time: _____

Please use this checklist as it may assist to maximise your Bond refund. To assist you when cleaning your unit or house, it may be helpful to refer to a general definition of "clean". "Clean" is any area or item that cannot be enhanced with a cleaning product.

(Please ensure the electricity remains connected for 3 days after you vacate so we can complete the vacate inspection.)

GENERAL

- Vacuum and clean all sliding doors and window tracks.
- Sweep and/or mop all non carpeted floors, removing any marks.
- Carpets are to be left in the same condition as marked on the original Residential Condition Report allowing for fair wear and tear. If required, carpets are to be cleaned.
- Carpets to be professionally cleaned and fumigate for fleas – by registered Pest Company, if pets were kept at Property. Supply paid invoice copy which specifies service details.
- Clean light fittings – gently remove light fittings and clean.
- Clean marks off walls, ceilings and light switches.
- Clean skirting boards, windows including frames, sills and tracks, above cupboards, picture rails, architraves and both sides of all doors, all other fittings, and insect/security screens etc.
- Clean curtains and blinds. Refer to Agent for method advice.
- Clean in wardrobes, shelves, drawers and mirrored doors. Remove scuff marks.
- Remove all cobwebs and insect marks and nests.

KITCHEN

- Clean inside and outside of all cupboards and doors.
- Clean inside, outside and around stove.
- Clean inside and outside of oven, griller, doors, trays, racks, glass.
- Clean inside, outside and behind refrigerator and dishwasher and microwave space.
- Clean sink, especially drain holes, drainers and tap ware.
- Range hood exhaust and filter- filter can be removed and cleaned.

BATHROOM

- Clean all walls, floors, mirrors and windows and window tracks.
- Clean inside and outside all cupboards and drawers.
- Clean toilet, bath, shower recess, remove built up soap residue on tiles and shower screens, clean sink and all tapware, towel rails.
- Clean water outlet in shower and bath of hair and soap build up.
- Shower curtain washed with bleach or replace if applicable.

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LAUNDRY

- Clean behind, inside and around washing machine space. Clean equipment and filters if applicable.
- Clean inside, outside and behind dryer. Remove lint.
- Clean inside, outside and around laundry tub, cabinets, shelves, drawers, tap ware.

AIR-CONDITIONERS

- Clean all air conditioner units and filters.

VERANDAH, DECKS, OUTDOOR AREAS

- Sweep and mop, clean railings, glass and light fittings.
- Remove all cobwebs etc.

GARAGE, CARPORT, DRIVEWAY

- Sweep out and remove any oil residue from concrete, pavers, paths, driveways.
- Ensure Council bins are empty OR place bins out on footpath for next collection
- Close and lock garage door, if applicable.

GARDENS AND LAWNS, POOL

- Mow lawn, trim all edges, weed gardens, general garden tidy, remove all rubbish.
- Return pool to condition as at start of the Tenancy and if required in the Tenancy Agreement, supply a Pool Test report to Agent – Report to be completed on the end date of the Tenancy Agreement.

IF FURNISHED

- Ensure all items are clean and are located in original rooms as per Inventory list. Please ensure mattress and pillow protectors are replaced.

PREFERRED SUPPLIERS / CONTRACTORS

In the event that you need assistance to prepare the Property for the Vacate Inspection, the following is a list of Suppliers/Contractors who are recommended by our Agency. These Suppliers are approved and guaranteed to meet our service standard which means that if the item does not meet our Inspection standard, then the Contractor will be required to remedy any issues – not you. This guarantee does not cover damage to the property.

<u>Service</u>	<u>Contractor</u>	<u>Contact Number</u>
Bond Clean	Aklean	0414 459 500 or 0439 511 777
	Morning Dew Cleaning Services	1 800 800 339
Carpet Clean	Safe Clean Carpet Cleaning and Pest Control	3823 2333
	Accredited Carpet Cleaning	0414 459 500
Handy Man Repairs	C & C Property Maintenance	0428 825 569 or 0449 522 783
	LPR Handyman	0439 007 210
Plumber	Flowon Services	0478 112 838
Electrician	Evergreen	1 300 353 232

(Office use only)	Date Received :		Received By :	
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