



Vacating checklist (to be returned with keys upon vacating)

Property address:	
Renter(s) name:	
Forwarding Address:	
Contact Number:	

Special attention inside the property		
Dust: Light shades, skirting boards, window sills, all blinds, shelves	Yes	No
Floors: Hard floors mopped, carpets to be vacuumed and stains removed – Carpets professionally steam/dry cleaned, receipt to be provided	Yes	No
Walls: Marks cleaned from walls any hooks or tack removed, damage repaired	Yes	No
Windows: cleaned inside	Yes	No
Kitchen: inside oven, inside griller, range hood screens, inside cupboards, splash backs and cupboard doors	Yes	No
Bathroom: soap scum removed from shower and bath, toilet to be cleaned. cupboards and drawers to be cleaned and empty, fan cover clean	Yes	No

It is advised not to paint over damages to avoid compensation or repainting claims. Instead we recommend you wait for the final inspection to be conducted.

Special attention outside Property		
Keys: all keys to all locks should be returned, remotes returned in working order – Keys will be checked against original sign out form	Yes	No
Windows: cleaned outside	Yes	No
Garden beds: weeded and pruned or trimmed	Yes	No
Lawns: mown and edges neat	Yes	No
Hoses and fittings: returned and in place	Yes	No

External Presentation		
Rubbish: all rubbish on the property to be removed	Yes	No
Garage: must be empty of goods and belongings	Yes	No
Under the House: must be clear of goods and belongings	Yes	No
Garden Sheds: must be clear of goods and belongings	Yes	No
Pathways and Paved areas must be swept	Yes	No
Mail: Letterbox emptied	Yes	No
Garbage and Recycling Bins: must be left empty	Yes	No
Storage cage: empty and unlocked	Yes	No