

Cleaning & Finalisation Checklist

We understand the stresses involved in finalising all of the arrangements required when vacating a property.

To help ease these pressures when we have produced the following checklist, which we hope assists you. While not all properties have all the facilities mentioned, this check list is a useful guide for most of our Tenants.

General

- Remove all personal belongings from the interior and exterior of the property (eg. Garden rubbish, items in cupboards, etc)
- Remove all cobwebs from the interior and exterior of the property
- Sweep and wash all floors
- Professionally steam/dry clean carpets (Receipt to be provided to Roberts)
- Have the property fumigated (Receipt to be provide to Roberts if applicable)
- Clean all light fittings, light switches and power points
- Wash walls and ceilings to remove all marks
- Wash doors, skirtings and all timberwork
- Wash all windows, sills, tracks and screens
- Clean all window coverings (blinds, curtains)
- If you have your own window coverings, remove and replace with original fittings
- Clean out wood heater/fire place

Kitchen

- Clean the stove (oven racks, griller, drip trays, etc)
- Clean the exterior of the stove (Control panel, back, sides & front)
- Clean range hood, exhaust fans, etc
- Defrost, clean and wipe out refrigerator
- Clean dishwasher (including filters, etc)
- Clean sink, splashbacks, taps, ensure there is no debris in drains
- Clean pantry and cupboard shelves, drawers and doors

Bathroom

- Wash mould or dirty marks from walls and ceiling
- Wash floor
- Clean shower recess and screens
- Clean bath and surrounds
- Clean hand basin
- Clean out all debris from drains
- Wipe out vanity shelves and drawers
- Wash shower curtain or replace it
- Clean exhaust fan and light fitting
- Clean mirror/cabinet
- Wipe over towel rails, rings, etc
- Remove, clean and replace the toilet seat
- Clean toilet bowl and cistern
- Clean around and behind the toilet pan

Toilet

- Wash any mould and dirty marks from walls and ceiling
- Wash floor
- Remove, clean and replace the toilet seat
- Clean toilet bowl and cistern
- Clean around and behind the toilet pan

Laundry

- Wash mould and dirty marks from walls and ceiling
- Wash floor
- Clean laundry sink and clean out all debris from drains
- Clean clothes dryer and filters
- Wipe out cupboards
- Clean exhaust fan
- Wash dirty marks from walls and ceiling
- Wipe cupboard doors and shelves

Exterior

- Mow & edge lawns
- Remove weeds and tidy up gardens
- Sweep porches, entertaining areas and paths
- Remove oil, tyre, rust marks, etc from sealed areas
- Remove all garbage and garden refuse
- Remove rubbish and wash out wheelie bins
- Remove any animal droppings and hair build up from external areas

Final Checks

- Ensure all of your belongings have been removed from drawers, cupboards and storage areas
- If you have moved items within the house, ensure that they are returned to their original position (according to the Condition and Inventory Report)
- If you were supplied with instruction manuals, etc. for heaters or other appliances, ensure that they are left at the property (the kitchen bench or obvious area)
- Disconnect electricity for 3 days after you vacate to allow for our inspection
- Disconnect telephone and internet
- Disconnect pay TV
- Disconnect gas
- Redirect your mail with Australia Post after you vacate

The day you vacate

- Hand all of the properties keys, etc to Roberts by 10:00am
- Produce a receipt for professional carpet cleaning, fumigation
- Provide a forwarding address and telephone number, so our office can contact you after the bond inspection has been conducted
- Pay any outstanding rent and accounts

Please note that this checklist is a guide only, there may be additional matters that you maybe required to attend too. Please refer to your Residential Tenancy Agreement, the Condition and Inventory Report for your Tenancy or contact your Property Portfolio Manager if you have any questions.

Alternatively if you would like our office to arrange tradespeople to attend to cleaning, gardening or any other matters, on your behalf, please do not hesitate to contact us.