

## CHECK LIST FOR VACATING OWNERS & NEW LANDLORDS

**Sometimes, in the general rush of moving owners leave a property spotless except for one or two items which may have been overlooked. Having regard to the condition of which you expect the property to be maintained throughout a tenancy, we have prepared this check list for you in the hope that it will be of assistance.**

### GENERAL CLEANING

- Sweep and wash all hard floors
- Clean all walls & skirting boards
- Vacuum carpets & professionally cleaned
- Clean all doors & woodwork
- Clean all Windows in side and outside
- Clean all window sills & frames paying attention to window tracks and screens  
**NB Windows can be lifted out from tracks**
- Clean all curtains / blinds, Light fitting and fans
- Ensure all light globes are replaced and working

### KITCHEN

- Clean stove top
- Clean rims, drip trays & under control knobs
- Clean oven inside & out
- Clean oven racks & dishes
- Clean exhaust / rangehood
- Wipe inside / outside cupboards
- Clean light shades / covers
- Clean/buff/shine sink and taps
- Ensure any/all appliance instruction manuals are left in bottom drawer**

### BATHROOM

- Clean bath
- Clean shower recess to remove mould and soap build up
- Clean shower screen, top ledge and tracks
- Clean and buff mirror & dust top
- Wipe front and inside of cupboard including drawers
- Clean hand basin
- Return sink plugs to vanity/bath
- Clean exhaust fan inside and out.

### TOILET

- Clean toilet bowl & outer pedestal
- Clean toilet seat and cover
- Clean cistern
- Clean top of tiles

### LOUNGE DINING AND HALLWAY

- Wash sweep and remove all scuff marks from all hard floors.
- Ensure TV power unit remains at the property**

### BEDROOMS

- Clean and buff mirror/s
- Wipe front of cupboards
- Wipe out cupboards and drawers
- Remove all scuff marks from robes

### LAUNDRY

- Clean laundry tub
- Clean inside and out of washing machine if applicable
- Clean inside and out of dryer if applicable incl lint filter
- Wipe front of cupboards
- Wipe out cupboards and drawers

### OUTSIDE

- Sweep all verandahs and pathways
- Mow lawns, trim edges, remove weeds from garden beds
- Remove cob webs from eaves and guttering
- Remove any rubbish
- Empty and clean garden shed
- Empty and clean Rubbish bins
- Check that garage and driveway are free from oil & grease stains
- Where pets are permitted, check the yard are free from droppings and fill holes.

### POOL

- Supply to Elders a current compliance certificate from HBCC
- Clean pool and filter
- Check that all pool equipment is in good working order.
- Organise pool maintenance contractor if applicable

### FINALLY

- Where applicable, check that all items on the inventory are accounted for.
- Notify your insurance company of change in circumstance
- Disconnect services (ie Telephone, Power Astar Gas)
- Check letterbox & redirect all mail deliveries
- Inform HBCC for redirection of rates notices
- Organise Pest treatment or advice when last treated
- Ensure all fencing is secure and safe
- Ensure locks are in good order and all have keys
- Supply three (3) full sets of keys

### SUPPLY TO AGENT

- |  |        |
|--|--------|
| <input type="checkbox"/> Completed/signed Management Agreement form  | YES/NO |
| <input type="checkbox"/> Bank Details  | YES/NO |
| <input type="checkbox"/> Insurance Information   | YES/NO |
| <input type="checkbox"/> Supply to agent any valid warrantees e.g HWS oven/stove, dishwasher, pool, spear or other | YES/NO |
| <input type="checkbox"/> Body Corporate information and by laws if applicable                                      | YES/NO |