



CHECKLIST FOR MOVING OUT

When moving out of a rental property, there are a number of items that need to be addressed. Following is a list of what cleaning is required, as well as anything you should take into consideration, such as disconnecting utilities etc.

- Doors, walls, cornices, door jambs and skirting boards should be thoroughly cleaned.
- Insect marks on the ceilings must be cleaned off.
- Floors - all areas of flooring throughout the house will need to be thoroughly vacuumed, any non-carpet surface will then need to be mopped, removing any marks, stains. Tiled floors may need to be scrubbed.
- If carpets are visibly dirty, carpets will need to be professionally shampooed by a qualified service and a receipt must be presented upon vacating the premises for verification.
- Curtains to be washed or dry cleaned. They must also be re hung.
- Blinds to be properly cleaned ensuring that dust and marks are removed. All blind tracks should also be cleaned.
- Windows, window sills and flyscreens to be properly cleaned. Windows need to be washed inside and out with no streaks or smears on the glass. The window tracks are to be thoroughly cleaned, with no dirt, dust or insects left in any of the tracks.
- Light fittings, light switches and power points are to be cleaned. Dead insects inside of light shades are to be cleaned out.
- Cobwebs to be removed internally and externally.
- Exhaust fan covers are to be taken down and washed.
- Kitchen cupboards to be thoroughly cleaned inside and out. Don't forget that the fronts of the cupboard doors will need a good clean to remove any marks.
- Tiling on the kitchen walls, including grouting, is to be cleaned.
- Kitchen bench tops to be thoroughly cleaned.
- Kitchen drawers to be thoroughly cleaned. It is best to vacuum all of the drawers out first and then wipe over. Also clean the all of the drawer faces.
- Stove top, griller and oven to be cleaned inside and out including controls, sides, hinges and oven racks. Electric stoves may be pulled away from the wall to enable this area to be cleaned, including sides of the stoves and or cupboards and the floor.



- Shower recesses to be scrubbed including tracks, hinges and frames. Grouting to be free of all soap, residue and mildew. Shower screens and curtains to be washed.
- Vanity and basin to be cleaned inside and out. Vanity cupboards and drawers also to be cleaned. No hairs or marks to be left on any surfaces.
- Bath and toilet to be thoroughly cleaned.
- Mirror to be cleaned and left streak free.
- Front and rear lawn should be mowed including edges, gardening and weeding (including weeds in paving and cracks). Grass clippings must also be removed from the property.
- Gardens are to be weeded, free from weeds, grass and rubbish.
- No rubbish to be left in the garden and rubbish bins to be emptied and cleaned.
- Driveways, garage, carport and/or storeroom should be thoroughly washed and free from any oil stains or any other markings.
- All personal property to be removed.
- All rubbish to be removed from the property.
- Any items, if any, noted on the ingoing inspection report to be accounted for.
- Any damage caused must be repaired in a professional manner.
- Disconnect telephone, gas and electricity.
- For tenants with pets, a pest flea spray must be conducted by a qualified pest controller. A receipt for this must be presented upon vacating the premises.