

Property Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



241 Springvale Rd, Springvale VIC 3171

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## **CHECK-LIST FOR TENANTS WHEN VACATING**

We have produced this check-list to assist you in your preparation for your Final Inspection.

**Please note:** All carpets must be professionally cleaned prior to the Final Inspection with the receipt given to the Property Manager.

**Tick as completed and return to this form to Select Property Group when handing in your keys and carpet cleaning receipt.**

### **General Cleaning**

- Sweep & wash all floors
- All carpets to be professionally cleaned
- Wash curtains and/or dust venetian blinds
- Wash all walls, doors & skirting boards
- Clean all windows, window sills & window tracks
- Clean all light fittings & air vents
- Wipe all light switches & power points
- Cobwebs to be removed inside & outside

### **Bathroom**

- Clean bath
- Clean all tiles
- Clean shower screen/curtain
- Clean hand basin
- Clean mirror
- Clean vanity, cabinet and drawers inside & out

### **Lounge & Bedrooms**

- Clean/wash out cupboards
- Dust all ceiling fans

### **Final Checks**

- All light fittings have working globes
- Check drawers & cupboards
- Check garage
- Check Letterbox
- Switch power off at mains

### **Services**

- Disconnect power
- Disconnect gas
- Disconnect telephone
- Re-direct mail
- Cancel deliveries

### **Kitchen**

- Clean stove top & spill trays
- Clean griller & tray
- Clean oven & racks
- Clean inside all cupboards & drawers
- Clean sink & bench tops & splashback
- Clean exhaust fan/rangehood
- Clean dishwasher
- Clean under and behind stove (if upright stove)

### **Laundry/Toilet**

- Clean wash tub
- Clean cupboards inside & out
- Clean toilet bowl
- Wipe seat & cover
- Clean cistern
- Clean all tiles

### **Outside**

- Mow lawns, weed & tidy garden
- Trim garden edges
- Clean shed/garage
- Sweep verandahs & paths
- Clean windows & flyscreens
- Remove all rubbish
- Lock all windows
- Remove oil marks from driveway
- Empty rubbish & recycling bins

### **Agent**

- Pay all rent
- Sign Bond Claim form
- Hand in property keys
- Provide Carpet Cleaning Receipt