

TENANTS VACATING CHECKLIST FOR HOUSES

The following items are often overlooked when tenants vacate a property. Please ensure that the following items are properly cleaned prior to vacating and refer to your ingoing Property Condition Report to ensure all rooms are left in the same condition as at the start of the tenancy.

- Windows/glass cleaned inside and out by our preferred window cleaner (Outside only where practical for high rise buildings), (tenants must vacuum and wash window tracks and window frames first).
- Our preferred window cleaner is Astroclean 0409 292 694 **Provide copy of receipt to Intelligence Property Management.**
- Window treatments, screens, blinds and curtains to be cleaned/washed and free of dust or marks. (Please supply receipt to prove curtains have been cleaned.)
- Wash all doors and door frames inside and out.
- Window sills and skirting boards to be wiped/washed in all rooms.
- Remove hand marks/soiling/dust from walls. If necessary, patch/repair painted walls of any chips/marks appearing during your tenancy.
- Dust all cobwebs/bugs from cornices and ceilings.
- Wipe all marks and grime from Light Switches.
- Clean all light fittings and remove any insects from inside.
- Clean all smoke detectors free of marks.
- Ensure all light globes are working.
- Ceiling fans and blades to be cleaned and free of dust or grease.
- Air conditioning vents in ceiling to be washed properly by taking them down and washing in hot soapy water.
- Wall mounted air conditioners to have vents wiped clean and filters taken out and properly washed.
Carpets to be vacuumed and then professionally cleaned by our preferred carpet cleaners. Our preferred cleaners are as follows:
Am's quality Service 9414 7547 or 0411 663 457 (only cleans ground floor carpets)
or Pepes Carpet Cleaning 0414 429 976
- (If pets were kept at the property the carpets must also be treated for fleas.)
- **Receipt to be provided to Intelligence Property Management for proof of cleaning.**
- Fully Furnished properties also need all beddings/mattresses, couches and seats and any other soft furnishings steam cleaned and deodorized by the above cleaner.
- All hard floors to be thoroughly vacuumed and washed.
- All cupboards, shelves and benchtops to be washed and cleaned inside and out. Paying particular attention to built up marks on the edges of doors.
- Baths and basins, taps and surrounds to be properly cleaned.
- Shower recesses, tiles and shower screen/curtain to be properly clean and free of soap scum/residue/mould. The glass should have no marks or water staining.

- ☐ Toilet bowl, cistern and seat to be cleaned thoroughly with no marks or residue. It is recommended you remove the toilet seat for proper washing of the toilet.
- ☐ Clothes dryers at properties to be cleaned and filters free of dust.
- ☐ Stove top, griller and oven to be thoroughly cleaned with appropriate cleaning materials. It will be unacceptable for any residual cooking residue, carbon build up or grease to be remaining. Please ensure that all cleaning products are thoroughly removed with no oven cleaner residue remaining. Should you require assistance with cleaning these items preferred cleaner is OvenU 1300 683 681. Please provide receipt to Intelligence Property Management.
- ☐ Extractor hood/rangehood and exhaust fans to be properly washed and free of grease and residue.
- ☐ Exhaust fans throughout property are to be properly washed and free of residue/dust.
- ☐ Kitchen and laundry sinks/troughs/taps to be thoroughly cleaned and free of soap scum, soiling or residue.
- ☐ Garden beds to be edged, weed free and soil turned. Any dead plants during the tenancy to be replaced. Lawns to be cut, edged and weed free. All rubbish to be removed from property. Reticulation to be working and any broken sprinkler heads to be replaced.
- ☐ All cobwebs to be removed from exterior of the property.
- ☐ All paved areas to be weed free, swept and washed. Driveways/Carports/Garages to have any oil marks degreased and removed.
- ☐ Sheds/Garages to be clean and free of debris and cobwebs.
- ☐ All rubbish to be removed from property and arrangements made for the emptying of council bins on the appropriate day following your tenancy.
- ☐ If pets were permitted at the property, carpets and outdoor areas are to be treated for fleas and receipt provided to Intelligence Property Management. All faeces to be removed and any damage caused by the pet to be rectified.
- ☐ Mail redirection to be arranged to your new address.
- ☐ All utility companies to be notified of your change of address and services cancelled to this address.

Recommended vacate cleaners:

CKF Cleaning Services - 0411377966 Ken

- ☐ **Unless otherwise agreed, all keys and remotes must be returned to Intelligence Property Management, 426 Taylor Road, Forrestdale WA by 4.00pm on your vacate date. Please ensure you advise us of your forwarding address and contact numbers to ensure speedy return of your bond monies.**

Also, please ensure all valuables are locked away for any inspections at the property with potential new tenants.