

What you need to do when vacating your property.....

## INSIDE

- |  |   |
|--|---|
| <input type="checkbox"/> Ceilings              | Any marks or cobwebs removed (ceiling fan blades to be clean).  |
| <input type="checkbox"/> Air Conditioner vents | Cleaned, no dust or cobwebs.  |
| <input type="checkbox"/> Light fittings        | Cleaned, no dust or cobwebs (remove insects from inside fittings).  |
| <input type="checkbox"/> Walls                 | All marks removed (chips and holes - we recommend using a professional).  |
| <input type="checkbox"/> Skirting              | Dusted and cleaned.   |
| <input type="checkbox"/> Windows               | Cleaned. All cobwebs removed, runners vacuumed, sills dusted and cleaned.   |
| <input type="checkbox"/> Treatments            | Blinds wiped and cleaned, curtains washed or dry-cleaned, curtain rods dusted and wiped.  |
| <input type="checkbox"/> Flyscreens            | Cleaned, no dust or cobwebs.  |
| <input type="checkbox"/> Doors/ frames         | All marks and finger marks removed. Clean dust from tops of doorframes.   |
| <input type="checkbox"/> Basin/ bath/ shower   | Taps cleaned, tiles, drains and grouting cleaned and screen scrubbed.   |
| <input type="checkbox"/> Toilet                | Cleaned and disinfected.  |
| <input type="checkbox"/> Exhaust fans          | Cleaned and degreased.  |
| <input type="checkbox"/> Kitchen appliances    | Oven, grill and cook top and knobs cleaned. Clean rangehood and filters. Clean dishwasher seals and filter.   |
| <input type="checkbox"/> Cupboards & drawers   | Cleaned inside and out, edges, kick boards and knobs/handles.   |
| <input type="checkbox"/> Floors                | Lino, tiles, polished boards etc washed or polished. Carpets need to be professionally clean (you will be required to provide a receipt if this is done). |

## OUTSIDE

- |  |   |
|--|---|
| <input type="checkbox"/> Eaves                 | All cobwebs removed.  |
| <input type="checkbox"/> Verandas & patios     | Swept clean. Clean light shades, power points and all cobwebs removed.  |
| <input type="checkbox"/> Paths & paving        | Swept and cleared of weeds, pressure washed/degreased.  |
| <input type="checkbox"/> Gardens               | Lawns mowed and edged and gardens cleared of weeds and leaves. Reticulation checked and functioning. Replace any dead plants. |
| <input type="checkbox"/> Sheds, garage/carport | Rubbish and cobwebs removed, floors swept and any grease stains removed.  |

## CHECK AND/OR REPLACE

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Locks                 | Have all keys available.              |
| <input type="checkbox"/> Pool equip. & pump    | Pool clean and maintained.            |
| <input type="checkbox"/> Inside/outside lights | Are all globes in good working order. |