

VACATE CLEANING CHECKLIST – Furnished Accommodation

Please ensure that you attend to these items on this checklist prior to vacating your premises as your **BOND** was held for these reasons.

COMMON AREAS

(Yes it is EVERY house mate's responsibility to keep these areas clean as well)

1. Free clutter, food debris from bench top and put away dishes from sink.
2. Keep the kitchen sink top "DRY" & Clean.
3. Floor is to be swept/vacuumed and mopped.
4. Carpets to be vacuumed and professionally cleaned (if applicable). Cost to be shared equally by all housemates.
5. Wipe over pantry shelves and kitchen cupboards surface.
6. Range hood filters/ kitchen exhaust to be free from grease and dirt. (Commonly left out by vacating tenants).
7. Remove Scuff / Grubby marks on doors, walls and light switches.
8. Light fittings to be dusted, with insect spots washed off if necessary. Ceiling fan blades to be cleaned (if applicable).
9. Replace any light bulbs that are not working.
10. Inside fridge/oven/microwave is to be cleaned and free from grease/ sauce stain.
11. Remove lint from dryer and mop laundry floor.
12. All air-conditioning vent/ air vent are to be free from dust.
13. Oven, grill, drip trays and hot plates to be cleaned. Oven surrounds and control panel also to be cleaned.
14. Replace new foil on stove top - remove grease and clean splash back tiles.
15. Remove all empty card boxes.
16. Windows to be cleaned. Flyscreens to be dusted down.
17. Dust window sills, tracks and skirting boards.
18. All walls and ceiling are to be cleaned (ie, hands and feet marks).
19. Furnitures, fixtures, household effects to be returned back to original positions.
20. Blinds/Curtains to be free from dust and dirt.

IN YOUR ROOM

(It is your responsibility to keep this areas clean)

1. All walls and ceiling are to be cleaned (ie. hands and feet marks). Pay particular attention to the walls below your desk and bedside.
2. Clean skirting boards, window sills, and window glass.
3. Dust off light fittings, with insect spots if necessary. Ceiling fan blades to be cleaned (if applicable).
4. Doors and light switches to be cleaned and wiped. Ensure all finger marks are removed.
5. All surfaces of the furniture & inventory to be wiped and cleaned. Study desk, chair, bedside table, wardrobe and others if any.
6. Remove cobwebs from the wall corners, ceiling and cornice if any.
7. Remove all personal belongings and rubbish. (Any personal belongings left behind will be treated as rubbish, thus will be Disposed of / removed AT YOUR COST).
8. Carpets & Mattress/es must be professionally cleaned as per agreed in your lease agreement. (Done by the recommended

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Carpet Cleaning contractor or by a member of Australian Carpet Cleaners Institute (ACCI) or a member of the Master Cleaners Guild of WA Inc). A receipt with the property address and date is to be supplied to the agency as evidence that the carpets & mattresses have been clean.

9. If your room is not carpeted, please ensure that your floors are swept and mopped, grouts to be cleaned.

10. Replace any light bulbs that are not working.

11. Blinds/Curtains to be free from dust and dirt.

IN YOUR BATHROOM

(It is your responsibility to keep this areas clean)

1. Shower recess, tiles, shower screen and grouting to be cleaned. (Free from soap scums and mould)

2. Bath, basin, vanity, Taps and waste to be cleaned thoroughly. (Free from soap scums)

3. Exhaust fan to be clean from dust and vent covers is clean. (Commonly left out by vacating tenants)

4. Toilets; including seat set and pedestal to be cleaned.

5. Floor waste pipe outlet grates to be cleaned in bathroom/toilet areas.

6. Bathroom cabinet to be emptied and cleaned.

7. Mildew /mould on ceiling or walls must be removed and cleaned.

8. Blinds/Curtains to be free from dust and dirt.

GENERAL

1. Replace any blown light globe/bulb in common area/room/bathroom.

2. Dispose all rubbish into wheelie bin.

3. Remove any cigarette butts from garden beds, lawn, front porch or backyard.

4. Remove all junk mails around the mailbox.

5. Verandas, patios, garage, carport, and driveway paving to be swept.

6. Oil stains to be removed from the paving or concrete driveway.

7. Cobwebs to be removed from eaves, carports and sheds.

8. Please note that it is unacceptable to keep unlicensed vehicles and/or car bodies on the premises.

IMPORTANT

As required in your contract, please return a **replacement mattress protector (brand new)** of similar type to our office.

Return **all keys** personally or arrange for it to be dropped off at our office.

Redirect your mail to your new address. We or the new tenants will not be held responsible for them.

Settle all **outstanding accounts** and **RENT**.

Disconnect/Finalize all utilities accounts.

Our office will request Water Corporation to carry out a special water meter reading at your cost as per stated in your Tenancy Agreement.

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B W Backhouse & Associates WILL NOT BE INVOLVED in any **UTILITIES MATTER** including collection of debts incurred by tenants to Synergy and Alinta Gas. **IT IS YOUR RESPONSIBILITY** to **DISCONNECT/FINALISE** these services as your move out. You need to contact:

Synergy (Electricity) 13 13 53 & Alinta (Gas) 13 13 58

Any personal belongings left behind will be treated as rubbish, thus will be disposed of / removed at your cost.

I hereby agree that I have attended to the above cleaning to restore the property to the original condition as per the property condition report.

If not, I allow Professionals BW Backhouse & Associates to attend to the cleaning and repairs to restore the property as per the property condition report and have the charges deducted from my security bond.

I am fully aware that any personal belongings left behind will be treated as rubbish and removed immediately at my cost.

RENTAL PROPERTY

TENANT NAME

SIGNATURE

DATE

P.S. Negative remarks for your tenancy will be recorded on system should you fail to present the property in an acceptable condition during vacate inspection