



RightWay Realty

Confidence In Your Investment Path

Vacating Checklist

HALLWAY / ENTRANCE

- Cobwebs and spiders removed
- Lights, covers, switches
- Front security door cleaned
- Doors, jams and frames cleaned
- Fans dusted and dirt free
- Cupboards wiped clean, marks removed inside and out, including shelves rails & tracks
- Walls cleaned top to bottom
- Skirting boards cleaned
- Floor vacuumed and mopped if applicable

FAMILY ROOM

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Fan dusted and dirt free
- Air conditioner and Filters Cleaned
- Window tracks vacuumed and wiped clean
- Flyscreens washed clean
- Windows and frames cleaned inside and out
- Doors, Jams and frames cleaned
- Walls cleaned top to bottom
- Skirting boards cleaned
- Floors vacuumed and mopped if applicable

LOUNGE ROOM / DINING ROOM

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Fans dusted and dirt free
- Air Conditioner and Filters Cleaned
- Window tracks vacuumed and wiped clean
- Fly screens washed clean
- Windows and frames cleaned inside and out
- Doors, jams and frames cleaned
- Walls cleaned top to bottom
- Skirting boards cleaned
- Floor vacuumed and mopped if applicable

KITCHEN

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Exhaust fans dusted and grime free
- Oven, Grill, racks, glass and fittings degreased and wiped clean
- Oven pulled out where possible, floor and walls wiped clean
- Stove stop and hot plate cleaned
- Range hood degreased and wiped clean, filters removed and cleaned
- Kitchen benches cleaned free of dirt, dust, grease and smear free
- Tops of overhead cupboards cleaned
- Cupboards and pantry wiped clean and marks removed inside and out, along edges and both sides of doors
- Cupboard kick-board wiped clean
- Under-side of top cupboards to be degreased and wiped clean
- Dishwasher and filters cleaned inside and out
- Refrigerator cleaned inside and out
- Tiled/Splash back area cleaned and free of smears
- Sink scrubbed and polished clean, plug hole free from waste and round taps cleaned and polished
- Window tracks vacuumed and wiped clean
- Fly screens washed clean
- Windows and frames cleaned inside and out
- Door, jams and frames cleaned
- Walls cleaned from bottom up
- Skirting boards cleaned
- Floor vacuumed and mopped if applicable

OFFICE / STUDY

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Fans dusted and dirt free
- Air Conditioner and Filters Cleaned
- Cupboards wiped clean and marks removed inside and out including shelves, rails and tracks
- Window tracks vacuumed and wiped clean
- Fly screens washed clean
- Windows and frames cleaned inside and out
- Doors, jams and frames cleaned
- Walls cleaned top to bottom
- Skirting boards cleaned
- Floor vacuumed and mopped if applicable



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BEDROOM 1

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Fans dusted and dirt Free
- Air conditioner and Filters Cleaned
- Cupboards wiped clean and marks removed inside and out including shelves, rails and tracks
- Window tracks vacuumed and wiped clean
- Fly screens washed clean
- Windows and frames cleaned inside and out
- Doors, jams and frames cleaned
- Walls cleaned top to bottom
- Skirting boards cleaned
- Floor vacuumed and mopped if applicable

BEDROOM 2

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Fans dusted and dirt Free
- Air conditioner and Filters Cleaned
- Cupboards wiped clean and marks removed inside and out including shelves, rails and tracks
- Window tracks vacuumed and wiped clean
- Fly screens washed clean
- Windows and frames cleaned inside and out
- Doors, jams and frames cleaned
- Walls cleaned top to bottom
- Skirting boards cleaned
- Floor vacuumed and mopped if applicable

BEDROOM 3

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Fans dusted and dirt Free
- Air conditioner and Filters Cleaned
- Cupboards wiped clean and marks removed inside and out including shelves, rails and tracks
- Window tracks vacuumed and wiped clean
- Fly screens washed clean
- Windows and frames cleaned inside and out
- Doors, jams and frames cleaned
- Walls cleaned top to bottom
- Skirting boards cleaned
- Floor vacuumed and mopped if applicable

ENSUITE

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Exhaust fan and cover dusted and wiped clean
- Spa, shower, frames, tiles, soap dishes and glass areas scrubbed clear of soap scum, mould and smears.
- Shower base and drains cleaned.
- Toilet bowl and cistern sanitized/disinfected and wiped thoroughly
- Toilet seat removed (where possible) and sanitized / disinfected and wiped thoroughly
- Basin, drain, plug and around taps cleaned
- Cupboards wiped clean and marks removed inside and out including drawers, shelves and along edges
- Mirror wiped clear of marks and smears
- Towel rails and shelves cleaned
- Window tracks vacuumed and wiped clean
- Fly screens washed clean
- Windows and frames cleaned inside and out.
- Doors, jams and frames cleaned
- Walls cleaned top to bottom
- Tiled skirting clear of dust and dirt
- Floor vacuumed and mopped if applicable

BEDROOM 4

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Fans dusted and dirt Free
- Air conditioner and Filters Cleaned
- Cupboards wiped clean and marks removed inside and out including shelves, rails and tracks
- Window tracks vacuumed and wiped clean
- Fly screens washed clean
- Windows and frames cleaned inside and out
- Doors, jams and frames cleaned
- Walls cleaned top to bottom
- Skirting boards cleaned
- Floor vacuumed and mopped if applicable



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BATHROOM

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Exhaust fan and cover dusted and wiped clean
- Bath, shower, frames, tiles, soap dishes and glass areas scrubbed clear of mould and smears.
- Shower base and drains cleaned
- Basin, drain, plug and around taps cleaned
- Cupboards wiped clean and marks removed inside and out including drawers, shelving and along edges.
- Mirror wiped clear of marks and smears
- Towel rails and shelves cleaned
- Window tracks vacuumed and wiped clean
- Fly screens washed clean
- Windows and frames cleaned inside and out
- Doors, jams and frames cleaned
- Walls cleaned top to bottom
- Tiled skirting clear of dust and dirt
- Floor vacuumed and mopped

LAUNDRY

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Exhaust fan and cover dusty and wiped clean
- Cupboards wiped clean and marks removed inside and out including drawers, shelves and along edges.
- Window tracks vacuumed and wiped clean
- Fly screens washed clean
- Windows and frames cleaned inside and out
- Doors, jams and frames cleaned
- Laundry sink, drain, plug and unit wiped cleaned inside and out including cabinets, shelves and drawers and tap ware.
- Dryer wiped clean and lint removed from filter
- Walls cleaned top to bottom
- Skirting boards cleaned
- Floor vacuumed and mopped
- Top of skirting tiles free from dust and lint

TOILET

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Exhaust fan and cover dusted and wiped clean
- Toilet bowl and cistern sanitized/disinfected and wiped thoroughly
- Toilet seat removed (where possible) and sanitized / disinfected and wiped thoroughly
- Window tracks and vacuumed and wiped clean
- Fly screens washed clean
- Windows and frames cleaned inside and out
- Doors, jams and frames cleaned
- Walls cleaned top to bottom
- Skirting boards cleaned
- Floor vacuumed, scrubbed and mopped

LOCK UP GARAGE

- Cobwebs and spiders removed
- Lights, covers, switches and p/points cleaned
- Window tracks vacuumed and wiped clean
- Fly screens washed clean
- Windows and frames cleaned inside and out
- Doors, jams and frames cleaned
- Walls cleaned top to bottom
- Skirting boards clear of marks
- Roller doors cleaned
- Floor swept and cleaned and oil marks removed including driveway
- Cupboards cleaned

PORCH, VERANDA, DECKS AND OUTSIDE AREAS

- External lights, covers, switches & p/points cleaned
- External fans cleaned
- Swept/mopped balconies and railings cleaned
- Porch, veranda, decks and outside areas clean
- All cobwebs removed from walls and pergola roof
- Underneath eaves and paths to be cleaned
- Lawns to be mowed and edges & grass clippings all removed
- Weed all gardens & pavers weed free



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GARAGE BINS

Do not leave the garbage behind, WE DO NOT DO THIS. Wash inside and out of both bins & put bins out for collection.

REPAIRS:

Any walls or doors that need repairing must be attended to

GENERAL:

- Cancel electricity, phone & gas & **Redirect mail**
- Cancel direct debits for rental payments
- Fill Gas Bottles
- Empty Bins & Wash Bins Out.

Carpets and Pest Control

- Carpets must be professionally cleaned and a receipt provided.
- A professional pest spray must be completed and a receipt provided, if, pest have resided at the property at any time.

MISCELLANEOUS

- Light rubbish removed (e.g. soap, toilet rolls etc)
- Place council bins on front of nature strip for next collection.
- Timber blinds dusted and wiped down
- The ceiling on the under covered areas

Quality checked by:

Date:

Remarks: