

MOVE-OUT CLEANING LIST

Entry	
Front door is cleaned and locked securely	
Light fittings cleaned and cob webs and insects removed	
Window panes are cleaned (if applicable)	
Window sills are cleaned (if applicable)	
Window tracks are vacuumed (if applicable)	
Windows are left locked (if applicable)	
Floors are swept and washed	
Walls are washed and marks removed	
Cob webs are removed from cornices and walls	
Venetian blinds are washed and cleaned on both sides (if applicable)	
Light switches are washed	
All power points are wiped and turned off	
All doors facing the hallway are washed, including the door handles	
Hallway	
Cob webs are removed from cornices and walls	
Light fittings cleaned and any insects removed	
Windows are cleaned (if applicable)	
Window sills are cleaned (if applicable)	
Window tracks are vacuumed clear of dust etc	
Venetian blinds are washed and cleaned on both sides (if applicable)	
Light switches are washed	
All power points are wiped and turned off	
Walls are washed and marks removed	
Skirting boards are washed and marks removed	
Floors are washed and cleaned	
All doors facing the hallway are washed, including the door handles	
Bedrooms	
Cob webs are removed from cornices and walls	
Light fittings are cleaned and any insects removed	
All blades on the ceiling fans are wiped and left turned off (if applicable)	
Windows are cleaned inside and outside (if applicable)	
Window sills are cleaned (if applicable)	
Windows are left locked (if applicable)	
Window tracks are vacuumed clear of dust etc. (if applicable)	
Curtains are dry-cleaned and rehung (receipt required)	
Venetian blinds are washed and cleaned on both sides and left closed (if applicable)	
Light switches are washed	
Walls are washed and marks removed	
All power points are wiped and turned off	
Skirting boards are dusted, washed and marks removed	
Timber floors are washed / professional steam clean carpet	
All doors facing the hallway are washed, including the door handles	
Wardrobe doors are wiped clean	
Wardrobe mirrors are wiped clean	
The internal floor space of the wardrobe should be cleaned as part of the professional steam cleaning (if appropriate)	
The internal shelves of the wardrobe are wiped and dusted clean	
All items are removed from the wardrobe and left empty (including coat hangers)	
Television Aerial points are left in working condition (any faults to be reported)	
Telephone points are left in good condition (any faults to be reported)	

Lounge Room	
Cob webs are removed from cornices	
All blades on the ceiling fans are wiped and left turned off (if applicable)	
Windows are cleaned inside and outside (if applicable)	
Window sills are cleaned (if applicable)	
Windows are left locked (if applicable)	
Window tracks are vacuumed clear of dust etc. (if applicable)	
Curtains are dry cleaned, rehung and left closed (receipt required)	
Venetian blinds are washed and cleaned on both sides and left closed (if applicable)	
Light switches are washed	
Walls are washed and marks removed	
All power points are wiped and turned off	
Skirting boards are dusted, washed and marks removed	
Timber floors are washed / professional steam clean carpet	
All doors facing the hallway are washed, including the door handles	
Cupboard doors are wiped clean	
The internal floor space of cupboards to be cleaned	
The internal shelves of the cupboards are wiped clean	
All items are removed from the cupboards and is left empty	
Television Aerial points are left in working condition (any faults are to be reported)	
Telephone points are left in good condition (any faults to be reported)	
Kitchen	
Cob webs are removed from cornices and walls	
Light fittings are cleaned and any insects removed (if applicable)	
All blades on the ceiling fans are wiped and left turned off (if applicable)	
Exhaust fan / rangehood filter is removed, cleaned and replaced	
Exhaust fan cover is removed, cleaned and replaced	
Windows are cleaned inside and outside (if applicable)	
Window sills are cleaned (if applicable)	
Windows are left locked (if applicable)	
Window tracks are vacuumed clear of dust etc. (if applicable)	
Curtains are dry cleaned, rehung and left closed (receipt required) (if applicable)	
Venetian blinds are washed and cleaned on both sides and left closed (if applicable)	
Light switches are washed	
Walls, washed and marks removed	
All power points are wiped clean and turned off	
Skirting boards are dusted, washed and marks removed	
Timber floors are washed / professional steam clean carpet	
All doors are washed, including the door handles	
Cupboard doors are wiped clean inside and out	
Drawers are emptied and wiped clean inside and out	
The internal floors of the cupboard wiped clean	
The internal shelf walls of the cupboards are wiped and washed clean	
All items are removed from the cupboards and left empty	
Telephone points are left in good condition (any faults to be reported)	
Oven is cleaned thoroughly both internally and externally including the removal and cleaning of side racks, side plates, wire racks, oven tray. Be mindful not to use any harsh stainless cleaners which will remove setting displays around oven control knobs	
Cook top to be cleaned thoroughly, including all burner components removed and cleaned of all burnt on residue	
Oven kick board is removed and cleaned and replaced	
All work surfaces are cleaned and sanitized	
Sink is cleaned and plug is left on the bench	
Waste trap is emptied of food matter	

All detergents and cleaning products are removed from the cupboards	
All cupboards are left empty – Except where apartment is furnished	
Dishwasher is to be cleaned thoroughly. Remove any traces of food from inside the dishwasher, remove and clean the filter in the base of the dishwasher including spray arm jets and rubber seal	
Bathroom	
Cob webs are removed from cornices and walls	
Light fittings are cleaned and any insects removed	
Exhaust fan to be cleaned	
Windows are cleaned inside and outside (if applicable)	
Window sills are cleaned (if applicable)	
Windows are left locked (if applicable)	
Window tracks are vacuumed clear of dust etc	
Light switches are washed	
Walls are washed and marks removed	
All power points are wiped and turned off	
Skirting boards are washed, dusted and marks removed	
Floors are washed and cleaned	
All doors are washed, including the door handles	
Mirror and glass surfaces are washed and wiped clean	
Shower screen to be washed and cleaned	
All tiles throughout are washed and cleaned	
Taps are washed and cleaned	
Shower head is washed and cleaned	
All cosmetics / cleaning products are removed from cupboards	
All cupboards are cleaned and wiped inside and out	
Shower screen track is cleaned of any debris	
Bath is cleaned thoroughly including drain grill	
Old soap is thrown out	
Vanity is washed and cleaned (bath plug is left on the vanity top)	
Toilet is cleaned thoroughly (both internally & externally)	
Please ensure that you clean the rear of the toilet	
LAUNDRY	
Cob webs and lint removed from cornices and walls	
Light fittings are cleaned and any insects removed	
Exhaust fan to be cleaned	
Light switches are washed	
Walls are washed and marks removed	
All power points are wiped and turned off	
Skirtings are washed, dusted and marks removed	
Floors are washed and cleaned	
Doors and door handles	
Cupboards / shelving are emptied, wiped and cleaned	
Dryer to be cleaned inside and out including the door and rear filters	
All detergents are removed	
Laundry tub is washed and cleaned (plug left on top of sink)	
Taps are wiped clean and turned off	
All appliances are to be left in good working order with the doors open and instructions manuals / warranties are to be returned to the agency	

Separate Toilet	
Cob webs are removed from cornices	
Light fittings are cleaned and any insects removed	
Lights are left off	
All doors are washed, including the door handles	
Exhaust fan to be cleaned	
Light switches are washed	
Walls are washed and marks removed	
All power points are wiped and turned off	
Skirting boards are washed, dusted and marks removed	
Floors are washed and cleaned	
Toilet pan and cistern to be washed and cleaned (particular attention to the rear of the toilet)	
Waste trap on the floor emptied of debris	
Dining Room	
Cob webs are removed from cornices and walls	
Light fittings are cleaned and any insects removed	
Lights are turned off	
All blades on the ceiling fans are wiped and the fan turned off (if applicable)	
Windows are cleaned inside (if applicable)	
Window sills are cleaned (if applicable)	
Windows are left locked (if applicable)	
Window tracks are vacuumed clear of dust etc	
Curtains are dry cleaned (receipt to be forwarded to the agency) are rehung and left closed (if applicable)	
Venetian blinds are washed and cleaned on both sides and left closed	
Light switches are washed	
Walls are washed and marks removed	
All power points are wiped and turned off	
Skirting boards are washed, dusted and marks removed	
Floors are washed and cleaned	
Television Aerial points are left in working condition (any faults are to be reported)	
Telephone points are left in good condition (any faults to be reported)	
APARTMENT WITH BALCONIES AND COURTYARDS (IF APPLICABLE)	
Light fittings are cleaned and any insects removed	
Lights are turned off	
Scuff marks to be washed off walls	
Tiled floors – sweep and mop	
Glass balcony panels to be cleaned	
Glass panels to be cleaned inside and out	
Tracks where glass doors fitted to be cleaned inside and out	
Timber features to be cleaned	
GENERAL	
All air-conditioner remotes to be working ie: working batteries in place	
Minor wear and tear is expected. However, any large scratch marks, dents, chips, scratches or scuff marks which are not able to be removed will incur a cost to the tenant to restore the painted surfaces	
CAR PARK SPACE/S	
Oil/grease to be cleaned or a cleaning fee will apply	

ADMINISTRATION		
Notice of Intention to Leave (Form 13)		
Exit Condition Report (Form 14a)		
All keys to be returned		
Supply Professional Carpet Cleaning Receipt (if applicable)		
Supply Professional Cleaning Receipt		
Supply Flea Treatment Receipt (if applicable)		
Supply forwarding address		
CLEANING IS TO BE CONDUCTED BY PROFESSIONAL CLEANERS		
The building manager can arrange for cleaning to be carried out. Approximate cost depending on level of cleaning required:		
ONE BED APARTMENT (unfurnished)	\$300 + carpet (plus GST)	
TWO BED APARTMENT (unfurnished)	\$400 + carpet (plus GST)	
THREE BED APARTMENT (unfurnished)	\$500 - \$600 + carpet (plus GST)	
FLEA CONTROL TREATMENT	\$100 (plus GST)	
CARPET CLEANING	FROM: \$70 (plus GST)	
AIR-CON FILTER CLEAN	FROM: \$30 per appliance (plus GST)	
The above prices are for cleaning carried out on weekdays. If cleaning is to be done on weekends or afterhours there will be a 10% surcharge of the overall cost of cleaning.		
If cleaning is undertaken by the tenant/s or via outside cleaners the Manager reserves the right to inspect completed work and check off via the above list before Bond is released. Any work not up to standard must be rectified by tenant/s or the Manager will bring the apartment up to consistent standard and deduct associated costs from Bond.		
If outside carpet cleaners are engaged, receipt for work carried out must be provided. If you have been permitted a pet, receipts showing flea control treatment must also be provided.		

NOTE: IF YOU CHOOSE TO USE OUTSIDE CLEANERS, IT BECOMES YOUR RESPONSIBILITIES TO MAKE SURE YOUR CLEANERS RECTIFY ANY ISSUES!!!