

# Final Inspection Cleaning guide

**RENT IS PAYABLE BY THE TENANT UNTIL ALL KEYS ARE RETURNED TO THE OFFICE**

**“The above cleaning is a guide only and additional cleaning may be required!”**

## **KITCHEN**

- The oven and griller is to be cleaned and lined with foil. Drip trays to be cleaned of all grease
- Rangehood to be cleaned, including the filters (where applicable)
- All cupboards to be cleaned inside and out (don't forget the tops of the cupboards!)
- Sink taps and disposal unit (if applicable) to be cleaned and polished
- Walls and tiled areas to be free from grease
- All benches and floors to be cleaned and free from grease
- The dishwasher is to be left clean. Wipe over internal door and remove debris from bottom drainer (if applicable)
- Refrigerator to be defrosted and all surfaces to be cleaned, including shelves, crisper drawers and cavity, switch appliance off at wall and leave door ajar (if applicable)

## **GENERAL – ALL ROOMS**

- All exhaust fans throughout the property to be cleaned
- Air vents to be dusted
- Venetians to be washed thoroughly (if applicable)
- Flyscreens to be removed carefully and hosed or brushed to remove dirt/dust (if applicable)
- Windows and windowsills to be cleaned thoroughly
- Doors and doorframes to be left clean and undamaged
- Marks to be removed from walls with sugar soap
- Cobwebs to be removed from ceiling cornices & walls
- All light fittings to be cleaned and free from insects
- All floors and skirting boards to be washed
- All ceiling fans throughout to be free from dust (if applicable)
- Clean all mirrors throughout including wardrobe door mirrors (if applicable)
- Drapes to be washed or dry-cleaned according to fabric
- All vertical strings to be attached and secure
- All items on inventory to be accounted for (if applicable)

## **OUTSIDE AREAS**

- Lawns to be mowed and edges trimmed within two (2) days of vacating (if applicable) (DO NOT dump grass clippings or tree off cuts in garden beds or behind sheds)
- Flower beds and pebble areas to be weeded (if applicable)
- No rubbish to be left in the gardens or around the property (if applicable)

- All garbage bins to be emptied and washed clean
- Driveways, carports, garages and any concrete areas to be free from oil and grease stains
- Garage floor area to be swept and cobwebs removed
- Cobwebs to be removed from outside eaves, awning and ceilings (where applicable)
- Pool and spa to be cleaned, vacuumed and at the correct pH factor (if applicable)
- Pool equipment to be in accordance with in-going inventory and for security reasons must be stored in the garage at the time of vacating (if applicable)

## **BATHROOM**

- Shower recess to be scrubbed
- Grouting to be free of all soap residue or mildew
- Shower curtain (if applicable) to be washed and shower screen to be cleaned
- All plugholes are to be clean and free from debris
- Mirrors to be wiped over
- All drawers and cupboards to be cleaned
- Toilet to be cleaned thoroughly, including bowl, seat and cistern

## **LAUNDRY**

- Washing machine and clothes dryer filter to be cleaned out
- Clean under laundry tub and clean plughole
- Cupboards to be cleaned thoroughly inside and out

## **PEST CONTROL**

- If pets have been kept on the premises, then you must have the property professionally pest controlled for fleas inside and out and a receipt produced to our office.

## **CARPETS**

- Carpets are to be professionally cleaned if soiled or marked and a carpet receipt produced to our office with the return of the keys.
- If the property is furnished upholstery is to be professionally cleaned (this can be completed with your carpet clean). Furniture to be properly cleaned and polished.

## **DAMAGE**

Damage that occurs due to the tenant's neglect will be rectified at the tenant's cost.

## **IMPORTANT NOTE**

- All personal property and items must be removed.
- DISCONNECT THE POWER/ELECTRICITY
- DISCONNECT THE TELEPHONE
- REDIRECT MAIL ADDRESS