

Harcourts

A Guide for Preparing to Vacate Your Rental Property



INTRODUCTION

This guide is issued to enable tenants to prepare their rental property for a final inspection by the Property Management staff.

A copy of some useful guidelines and hints for cleaning and preparing to vacate is included.

It is in your best interest that these guidelines are observed and that cleaning is of a high standard. Failure to do so may result in possible financial loss to you for payment of contract cleaning. This can be very expensive.

Do not hesitate to advise us of any cleaning problems you may have so your final inspection is as trouble free as possible.

Please ensure that all keys are available to be handed over, including any keys you may have had cut during your occupancy of the property.



If you have any questions, please email us at pm.gawler@harcourts.com.au or phone on 8523 3319

CHECKLIST

KITCHEN

- Walls
- Switches/ Sockets
- Floor/ Carpet/ Tiles/ Skirtings
- Venetians/ Curtains/ Blinds
- Windows / Flyscreens
- Sills/ Ledges
- Doors Architraves
- Light / Shades
- Stove/ Oven/ Range-hood
- Drawers/ Cupboards
- Exhaust Fan

LAUNDRY

- . Walls/Ceiling
- . Switches/ sockets
- . Floor/Carpet/ Tiles
- . Skirtings
- . Venetians/ Curtains/ Blinds
- . Windows/ Flyscreens
- . Sills/ Ledges
- . Doors/ Architraves
- . Lights/ Shades
- . Cupboards/ Shelving

BATHROOM

- Walls/ Ceiling
- Switches/ Sockets
- Floor/ Carpet/ Tiles/ Skirtings
- Venetians/ Curtains/ Blinds
- Windows/ Flyscreens
- Sills/ Ledges
- Doors Architraves
- Lights/ Shades
- Bath/ Basin/ Vanity/ Toilet
- Shower/ Shower screen
- Exhaust fan/ Vent

BEDROOMS

- . Walls/ Ceiling
- . Switches/ Sockets
- . Floor/ Carpet / Tiles
- . Skirtings
- . Venetians/ curtains/ Blinds
- . Windows/ Flyscreens
- . Sills/ Ledges
- . Doors architrave
- . Lights/ Shades

HALLWAY

- Walls/ Ceiling
- Switches/ Sockets
- Floor/ Carpet/ Tiles
- Lights/ Shades
- Door / Architraves
- Cupboards/ Shelving

LOUNGE/DINING

- . Walls/ Ceiling
- . Switches/ sockets
- . Floor/ Carpet/ Tiles/ Skirting
- . Venetians/ Curtains/ Blinds
- . Windows/ Flyscreens
- . Sills/ Ledges
- . Doors architraves
- . Lights/ Shades

GARAGE

- Floor
- Lights/ Shades
- Ceiling/ Rafters
- Doors/ Shelves
- Windows

EXTERIOR

- . Eaves/ Gutters
- . Lights/ Shades
- . Gardens / Lawns

EXTERIOR

Eaves	Remove cobwebs.
Garden	Lawns to be mowed, edges clipped, gardens weeded. All compost and rubbish to be removed. Garbage bins need to be empty.
Paths Driveways	Remove oils stains with appropriate commercial agent.
Carports Garages Sheds	Sweep clean. Remove cobwebs.



BEFORE YOU LEAVE:

Please **DOUBLE** check the following has been done:

Inside window tracks
Venetian Blinds
Around light switches
Skirting boards
Door and Window Sills

**Hard rubbish to be arranged BEFORE END OF LEASE
or charges for removal will occur.**

GENERAL AREAS

Walls Ceilings Cupboards Doors	Wash according to directions on cleaning product & dry with soft clean cloth. Remove all cobwebs. Clean top of cupboards, door frames & skirting boards.
Window Sills	Wash, remove water with window cleaning blade, polish with newspaper or chamois. Use a long toothed brush to clean tracks. Dry thoroughly.
Flyscreens Doors	Wash gently with very soft brush, rinse thoroughly. Pay particular attention not to bend the frames. If holes have appeared, hardware stores sell repair kits. Ensure all rubber beading fits securely In frame.
Lights Light switches Power Points	All light globes must work. Clean shades carefully, remove dust and insects etc. Wash. Exercise safety with sockets and switches, do not allow water or other objects to enter sockets.
Heaters	Vacuum grilles and filters on both floor and wall units.
Carpets	These must be professionally cleaned and a receipt given to a property manager. Details of carpet cleaner on rear page.
Fireplaces	Remove all ashes, wash surround & hearth.
Overhead Fans	Dust, wash blades top & bottom.
Venetian Blinds Holland Blinds	Wash with soft brush and soapy water. Rinse with water, dry well/ Rub over with soft dry cloth. For Holland Blinds ensure that only a sponging method is used– do not immerse in water.
Curtains	Only wash net & light weight curtains. <u>DO NOT</u> use hot water as shrinkage may occur. Press. For high quality curtains – DRY CLEAN ONLY.

KITCHEN AREA

Walls Ceiling	Wash according to directions on cleaning product & dry with soft clean cloth. Remove cobwebs. Pay particular attention to stove area walls and above as these are prone to cooking grease build up.
Drawers Cupboards	Wipe out all cupboards and drawers including under bottom drawer. Ensure to clean on top as well as inside & the doors of cupboards & drawers plus all surfaces.
Floors Tiles	Pay attention to kickboards and the fridge alcove areas. Polish floors where appropriate.
Exhaust fan Ceiling vents	Remove covers, wash, dry & replace.
Range hood	Follow manufacturers instructions. Filters to be cleaned.
Stove surface	Remove knobs, if possible. Clean but do not rub hard as this could remove labels and enamel. Where possible, lift or remove fittings for cleaning. Clean surround of bench top stove. Polish with soft cloth to a shine. If solid hotplates exist, use hot plate protection cream as per directions.
Oven	Soak and scrub all racks. Spray inside with oven cleaner & follow directions carefully. Wipe clean with plenty of fresh water until NO residue is left. Polish with soft cloth. WARNING: Do not yank at the oven elements and take care with the thermostat. If oven is self cleaning, follow manufacturer instructions. Clean under stove.
Dishwasher open.	Run clean cycle, clean filters & ledge under door when open.
Sink	Wash off residue, polish with soft cloth. Clean drainage hole.

BATHROOM

Bath Basin Taps Fittings	Clean areas. Pay attention to grouting for mould and around tap sprout. Rinse well. Polish with soft dry cloth.
Shower	Clean shower base and all grouting. Remove hair from drains and clean under soap dishes.
Shower screen	Clean. Polish with soft dry cloth. For sliding screens ensure all surfaces are cleaned, especially under frames.
Shower curtain	Soak in vinegar solution. Clean with mild detergent. Rinse well. Replace broken hooks or whole curtain if required.
Cabinet	Wipe thoroughly. Remove any stains. Polish mirror with soft cloth.
Extractor Fan Vents	Remove cover and clean. Dry thoroughly. Replace.
Toilet Suite	Use toilet cleaner in the pan. Wipe behind cistern & around pan, especially hinge area. Wipe lid & seat.
Laundry	Clean inside of tub & cabinet underneath. Remove all lint etc from drainage hole. Pay attention to grouting. Tap fittings as for kitchen. Tops of tiles.

