

EXIT CHECK LIST and EXIT CLEANING REQUIREMENTS

For Bond Refund Inspection
(Furnished and Unfurnished Apartments)



Address: _____

Checklist Completed By: _____

Forwarding Address: _____

Notifications

Power Company Notified of Leaving Date _____

Final Electricity Meter Reading _____

Final Water Meter Reading _____

Internet Provider Notified of Leaving Date _____

Post Office Mail Forwarding Completed _____

Exit Cleaning

Area	Instructions	Completed	Inspected
Carpets	Thorough vacuum of all carpets. Make sure underneath furniture and beds is vacuumed. If there are any carpet stains, they must be removed by professional carpet cleaners. We recommend Elite Carpet Cleaning – contact 0800 438 354. www.getelite.co.nz		
Walls	All walls clean of any marks. All skirting boards cleaned and dusted, marks removed. All light switches and sockets cleaned and marks removed. All door frames cleaned and marks removed. If you cannot remove the marks, note it on the maintenance column attached.		
Ceilings	Marks and cobwebs cleaned and removed. Ceiling air vents vacuumed and cleaned.		
Windows	Clean all windows inside and out. Window glass cleaned and streak-free. Clean window sills, window tracks and door tracks.		
Blinds and Curtains	Clean and wipe all blinds. Wash and iron curtains and re-hang.		
Furniture (if applicable)	Move all cushions and vacuum out all crumbs and debris. Any stains or marks that cannot be removed to be reported in the maintenance column.		

<i>Kitchen</i>	<ul style="list-style-type: none"> • Oven cleaned and all signs of oven cleaner removed. • Range hood cleaned and wiped. Filters and fans cleaned – all grease, fats and odours/stains removed. • Hot plates cleaned and scraped using appropriate scraper and hob cleaner, taking care not to scratch ceramic surfaces. • Walls and splash-backs cleaned and all stains / grease removed. • Cupboards emptied of food and personal items and cleaned inside. Make sure to clean on top of cupboards where grease and grime can collect. • Fingerprints and marks removed from exterior cupboard surfaces. We recommend Neopol polish for this. • Pantry surfaces cleaned inside and out. Exterior surfaces polished as for cupboards. • Dishes washed and placed back in cupboards ready for inventory check. • Pots and pans scrubbed to remove all signs of use. Any damaged items or items that cannot be cleaned to be noted in the maintenance column. • Floor tiles cleaned and mopped. Stains cleaned from tile grout. Any damaged tiles or stains that cannot be removed noted on maintenance column. • Benches and sinks cleaned and sterilised. Used dishcloths / cleaning cloths placed in the rubbish. 		
<i>Appliances</i>	<ul style="list-style-type: none"> • Refrigerator/freezer defrosted and cleaned inside. All food removed. Pull fridge away from the wall and clean behind. Clean and polish exterior of fridge/freezer. • Dishwasher to be sterilised, drain cleaned and hot cycle performed while empty to remove cleaning fluids. Filter to be cleaned. • Washing machine to be cleaned out, and a full hot cycle with soap powder performed while empty. Fabric softener cup/cavity to be cleaned. Lint filter to be cleaned (if applicable). Taps, hoses and power socket to be cleaned. • Dryer to be cleaned. Dryer lint filter to be emptied and cleaned. • Microwave to be cleaned – all traces of food splatters removed. Tray to be washed and dried. Fingerprints and marks removed from outside surface. • Televisions to be dusted front and back. Fingerprints and grease marks removed. Remotes cleaned and left next to TVs. 		
<i>Lounge, Dining, Hallways</i>	Cabinets cleaned inside and out. Dining table cleaned and polished. Chairs and sofas cleaned and all stains / marks removed. Stains that cannot be removed to be reported in the maintenance column.		
<i>Bathrooms</i>	<ul style="list-style-type: none"> • Wipe over walls, ensure any mould is removed. • Air vents vacuumed and cleaned. • Remove all signs of soap scum from showers, baths and sinks. If shower glass has significant mineral staining, note this in the maintenance column. • Towels to be washed, dried and placed on appropriate shelving. • All cabinets and vanities cleaned inside and out. Remove all marks and fingerprints, e.g. make-up marks, toothpaste. • Mirrors cleaned and streak-free. • Toilets sanitised and cleaned inside and out, including behind the toilet and under the seat. • Floors and tiles scrubbed clean removing all mould and stains from grout. 		

Bedrooms	Beds to be stripped, all linen washed and ironed or dry-cleaned and the beds re-made. Any dirty linen left behind will be sent out to be laundered and charged to the tenant. Cabinets cleaned inside and out, and behind. Wardrobes vacuumed and shelves wet-wiped. Wardrobe doors cleaned inside and out – remove all fingerprints and marks. Sliding door tracks wiped and vacuumed out. All door frames cleaned and marks removed. Spare blankets, sheets, pillowcases to be folded neatly and placed on the top shelf of the wardrobes where applicable.		
Balconies	Remove rubbish, sweep and/or wash down, wipe over any outdoor furniture. Clean exterior of windows that are accessible.		
Carpark and Storage	Remove excessive or any wet oil stains and ensure no items are left in the allocated space. Remove all items from the lockup storage and sweep the floor.		
Fiber ONT Box	Make sure that power cable for Fiber ONT box is left inside apartment.		
MAINTENANCE REPORT			

Inspected by : _____

Date Inspected: _____

Linen to be
laundered
count:

Top Sheets	
Sheets	
Single sheets	
Cot sheets	
Pillow Cases	
Face Washers	
Towels	
Hand towels	
Bathmats	
Duvet Cover	
Mattress Protector	