

EXIT CHECK LIST and EXIT CLEANING REQUIREMENTS

For Bond Refund Inspection



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. If there are any carpet stains that have occurred during the tenancy, they must be removed by professional carpet cleaners.		
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.		
Lights	Clean and wipe all light shades. Remove any fly dirt. Replace lightbulbs so that all lights are working.		

<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. • 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>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. • 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. 		
<i>Bedrooms</i>	<ul style="list-style-type: none"> • 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. 		
<i>Exterior and Gardens</i>	<ul style="list-style-type: none"> • Remove rubbish • Reinstate / Mow lawns • Clean exterior of windows • Ensure gardens are clear of weeds 		
<i>Garage / Carport / Storage Area</i>	Remove excessive or any wet oil stains and ensure no items are left in the allocated space. Remove all items from the storage area and sweep the floor.		

MAINTENANCE REPORT	<p>Record any items that cannot be cleaned, or any items of damage that have occurred during the tenancy.</p>
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Inspected by : _____

Date Inspected: _____