

## Tenant vacating checklist

to be returned with keys upon vacating

Date:	
Property address:	
Tenant(s) name:	
Property Manager:	

	<b>Special attention inside the property</b>		
1.	Dust : Light shades, skirting boards, window sills, all blinds	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Floors: Wet floors mopped, carpets to be vacuumed and stains removed – Carpets professionally steam/dry cleaned if required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Walls: Marks cleaned from walls any hooks or tack removed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Windows : cleaned inside	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Kitchen: inside oven, inside griller, range hood screens, inside cupboards, splash backs and cupboard doors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Bathroom: soap scum removed from shower and bath, toilet to be cleaned.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

	<b>Special attention outside Property</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.	Keys : all keys to all locks should be returned, remotes returned in working order – Keys will be checked against original sign out form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Windows: cleaned outside	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Garden beds: weeded and pruned or trimmed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Lawns : mown and edges neat	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Hoses and fittings: returned and in place	Yes <input type="checkbox"/>	No <input type="checkbox"/>

	<b>External Presentation</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.	Rubbish: all rubbish on the property to be removed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Garage: must be empty of goods and belongings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Under the House: must be clear of goods and belongings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Garden Sheds: must be clear of goods and belongings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Pathways and Paved areas must be swept	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Mail: Letterbox emptied	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Garbage and Recycling Bins : must be left empty	Yes <input type="checkbox"/>	No <input type="checkbox"/>