

Vacating Checklist – Resident

It is your duty as the outgoing resident to ensure the room is returned to the owner in the same condition it was handed to you at the start of your tenancy.

If an item needs attention, you will be given when possible 2 days (48 hours) to remedy. After which time a professional cleaner/ trades person will be employed and your cost (s).

There are always things that are specific to your individual room when it comes to moving out. The following should be seen as a guide to some things that we will be checking during the final exit inspection.

When you have given us your intention to vacate the property in writing, your housing worker will arrange a day and time to conduct the final inspection with you. It is at this time that the keys must be returned.

The list below is a checklist to assist you in preparing to vacate the room. Some areas may not be applicable to your room.



Have your mail redirected and supply us with a forwarding address



All keys/remotes must be returned to our office no later than the vacated date.



Pay rent up until the vacating date. Rent is charged until all keys are handed back to a Community Housing Worker.



Cancel all direct debit rental payments



Organise carpet cleaners - receipt must be brought to final inspection

Vacating Checklist

GENERAL INTERNAL

- All venetian/vertical blinds to be clean. No dirt or dust left
- All windows and sills to be cleaned
- All window screens and screen doors to be cleaned
- Ensure there are no holes or damage to flyscreens
- Carpets are to be professionally steam cleaned by a professional cleaning company
- Thoroughly vacuum and mop all non-carpeted areas. No residue to be left behind
- All light fittings must be working – replace with new globes if necessary
- Walls & ceilings are to be washed to remove dirt marks, finger prints, cobwebs, scuff marks and blu-tac marks.
- No extra nails or holes in walls, doors or ceilings
- Skirting boards, power points and light switches should be clean and free of dust
- Light fittings to be cleaned and washed – all bugs removed
- All shelving to be wiped down and free of dust and all marks removed
- All personal items to be removed from the property
- Clean wardrobe tracks and ensure door rollers are working
- Clean inside any wardrobes, draws or tallboys. Nothing is to be left inside and draws/shelves are to be wiped clean.
- If a fridge is provided, all items must be removed. Shelves need to be wiped down.
- Any damage done by the tenant by the tenant must be repaired at the tenant's expense and in a professional manner.

GENERAL EXTENAL

- All rubbish disposed of correctly into rubbish bins
- Mail box cleaned and mail/papers removed

KITCHEN

- Bench tops need to be cleaned with the appropriate cleaner, no residue left
- Stove top to be cleaned, including drip trays, knobs and rims
- Inside and outside of oven/stove: including racks. Should be clean and free from grease/grim. Oven light should be working
- All cupboards inside and outside, cleaned with disinfectant, including handles and tracks
- Floor vacuumed and mopped
- Sinks, drain holes, plugs and taps to be left clean and free from grease/food/marks
- Range hood and exhaust fan including filter to be cleaned and free from fat, grim dirt and dust. Lights and fan must be working

- Dishwasher to be cleaned with a dishwasher cleaner. No food particles in the filter or along the door seal. Filter to be cleaned
- Clean behind fridge and under oven
- Ceiling to be cleaned, no marks from fat, smoke or cooking stains.

BATHROOMS

- All mould, soap residue and to be cleaned from tiles, grout, ceiling and walls
- Shower and bath should be cleaned including glass, doors and tracks
- Vanity, cupboards and basin to be thoroughly cleaned. Free from dirt, grim, make-up and hair
- Toilets to be bleached and cleaned inside and out (including under seat, behind pipes and bottom of bowl)
- Exhaust fans cleaned and free from dust
- Mirrors cleaned with glass cleaner. Free from streaks
- All taps and showers heads cleaned and free from soap scum
- Towel rails not loose and cleaned