

Pre-vacating Inspection Checklist



| GENERAL CLEANING REQUIRED | YES | NO |
|--------------------------------------|-----|----|
| Floors | | |
| Light shades (dust free) | | |
| Appliances | | |
| Windows (cleaned inside & outside) | | |
| Skirting boards (dust/dirt free) | | |
| Cupboards (inside & outside cleaned) | | |
| Exhaust fans (covers cleaned) | | |
| Blinds/Curtains (dust & mark free) | | |
| Cobweb Removal (inside & outside) | | |

| HEAVY DUTY CLEANING REQUIRED | YES | NO |
|---|-----|----|
| Walls (scuffs and/or finger prints removed) | | |
| Oven / grill / stove (inside & outside) | | |
| Windows (including sills & tracks) | | |
| Rangehood (all grease removed) | | |
| Appliances | | |
| Shower / bath (all soap scum/mould removed) | | |
| Mould removal throughout (if any) | | |

| GARDEN MAINTENANCE REQUIRED | YES | NO |
|-------------------------------|-----|----|
| Lawns (mowed & edged) | | |
| Garden refuse removal | | |
| Garden beds (free from weeds) | | |

| HEAVY DUTY GARDEN MAINTENANCE REQUIRED | | YES | NO |
|--|--|-----|----|
| Rubbish Removal | | | |
| Paths / walkways (swept clean & weed free) | | | |
| Pool area (if applicable) | | | |
| Weeds / vine removal | | | |

| GENERAL | | YES | NO |
|---|--|-----|----|
| Light globes to be working/replaced | | | |
| Carpets require steam/dry cleaning | | | |
| Garage/Carport (clean & oil/stains removed) | | | |
| Repairs required (if any) | | | |
| Notes | | | |

SIGNED

| | | | |
|----------|-------|------------|-------|
| Tenants: | Name: | Signature: | Date: |
| | Name: | Signature: | Date: |
| | Name: | Signature: | Date: |