

VACATING FORM & CHECKLIST

We know that moving can be a stressful time which is why Harcourts Move recommends employing a professional cleaner to complete your vacate clean. This assists you to ensure you receive a full bond refund and assists in making the moving process a less stressful. Our recommended cleaner is **Exit & Bond Clean 1300 661 337** we suggest employing their services for all your general & steam cleaning needs. Please find below a vacating checklist to assist you in ensuring that your property is presented in the best light at the exit inspection. We suggest ticking off each bullet point on the attached checklist to confirm that the area is clean.

Name	
Address	
Phone Number	
Email	
Date Vacating	
Forwarding address	
Comments	

ENTRANCE:

- Carpets professionally steam cleaned - (no personal or grocery store machines to be used)
- Tiles cleaned (disinfected) along with discolouration in grouting removed
- Floorboards cleaned (disinfected) free of dust, scuffs marks etc.
- All marks/scuffs removed from walls, skirtings, doors & floors
- All light fittings to be cleaned inside and out
- All light globes to be working
- Window sills & windows to be cleaned inside and out (where able)
- Venetian blinds to be cleaned thoroughly with disinfectant and free of dust, cobwebs etc.
- Curtains to be cleaned in accordance with manufacturer's instructions.
- All ceilings to be free of cobwebs
- All power points to be wiped over free of dust etc.

LIVING ROOM:

- Carpets professionally steam cleaned - (no personal or grocery store machines to be used)
- Tiles cleaned (disinfected) along with discolouration in grouting removed
- Floorboards cleaned (disinfected) free of dust, scuffs marks etc.
- All marks/scuffs removed from walls, skirtings, doors & floors
- All light fittings to be cleaned inside and out
- All light globes to be working
- Window sills & windows to be cleaned inside and out (where able)
- Venetian blinds to be cleaned thoroughly with disinfectant and free of dust, cobwebs etc.
- Curtains to be cleaned in accordance with manufacturer's instructions.
- All ceilings to be free of cobwebs
- All power/television/ telephone points to be wiped over free of dust etc.

KITCHEN:

- Tiles cleaned (disinfected) along with discolouration in grouting removed
- Floorboards cleaned (disinfected) free of dust, scuffs marks etc
- All marks/scuffs removed from walls, skirtings, doors & floors
- All light fittings to be cleaned inside and out
- All light globes to be working
- Window sills & windows to be cleaned inside and out (where able)
- Venetian blinds to be cleaned thoroughly with disinfectant and free of dust, cobwebs etc.
- Curtains to be cleaned in accordance with manufacturer's instructions.
- All ceilings to be free of cobwebs
- Range hood & filters to be cleaned in kitchen free of oils grease and dust
- Oven/ stove cleaned free of food residue oil etc. Stainless steel to be polished with stainless steel spray
- All cupboards to be clean with disinfectant free of scuffs, dust, oil, food, marks etc.
- All bench tops to be cleaned with disinfectant and free of scuffs, dust, food, oil etc.
- All kickbacks to be cleaned and free of scuffing, food, oil etc.
- Splash back cleaned and polished free of wipe marks, food oil etc.

BATHROOM:

- Tiles cleaned (disinfected) along with discolouration in grouting removed
- All marks/scuffs removed from walls, skirtings, doors & floors
- All light fittings to be cleaned inside and out
- All light globes to be working
- Window sills & windows to be cleaned inside and out (where able)
- Venetian blinds to be cleaned thoroughly with disinfectant and free of dust, cobwebs etc.
- All ceilings to be free of cobwebs mould etc.
- All cupboards to be clean with disinfectant free of scuffs, dust, marks etc.
- All bench tops to be cleaned with disinfectant and free of scuffs, dust etc.
- Splash back cleaned and polished free of wipe marks etc.

- Shower disinfected and free of soap scum, hair etc.
- Bath and basin cleaned disinfected free of soap scum, hair etc.

BEDROOMS:

- Carpets professionally steam cleaned - (no personal or grocery store machines to be used)
- Floorboards cleaned (disinfected) free of dust, scuffs marks etc.
- All marks/scuffs removed from walls, skirtings, doors & floors
- All light fittings to be cleaned inside and out
- All light globes to be working
- Window sills & windows to be cleaned inside and out (where able)
- Venetian blinds to be cleaned thoroughly with disinfectant and free of dust, cobwebs etc
- Curtains to be cleaned in accordance with manufacturer's instructions.
- All ceilings to be free of cobwebs
- All power points to be wiped over free of dust etc.
- All built in robes clean free of scuffs, marks, dust etc.

Please ensure that all keys are returned by no later than 3:00pm on your vacating date.