

Moving Out Checklist



Cleaning

1. Kitchen

- ☐ Clean all surfaces
- ☐ Clean interior and exterior of all cupboards and drawers
- ☐ Clean all countertops, splashback and surface areas
- ☐ Clean interior and exterior of oven, microwave, dishwasher, fridge, freezer
- ☐ Clean stove, hotplates, grill and rangehood
- ☐ Clean, scour and polish sink and taps
- ☐ Clean windows, window sills, window and door frames, handles, bug screens
- ☐ Clean all light switches and power points
- ☐ Vacuum and mop all floors

2. Bathroom & Laundry

- ☐ Clean all surface areas, shower rails and mirrors
- ☐ Clean and sanitise toilet, sink and bath
- ☐ Clean, scour and polish all taps
- ☐ Clean and scrub all tiles and grouts
- ☐ Remove any mould from walls, tiles and ceiling
- ☐ Remove debris from plugholes
- ☐ Clean and sanitise shower curtain or shower doors or screens
- ☐ Clean door, door frame and handle
- ☐ Clean all light switches and power points
- ☐ Clean interior and exterior of all cupboards and drawers
- ☐ Dust accessible air vents
- ☐ Clean clothes dryer filter
- ☐ Clean and sanitise laundry basin
- ☐ Sweep and mop all floors

3. Bedroom, Living Area, Hallway

- ☐ Clean all surface areas
- ☐ Clean doors, door frames and handles
- ☐ Clean all light switches and power points
- ☐ Vacuum and mop all floors
- ☐ Clean interior and exterior of all cupboards and drawers
- ☐ Clean and polish all mirrors and glass surfaces
- ☐ Clean windows, window sills, window frames, bug screens
- ☐ Clean stair banisters and railings
- ☐ Dust and clean light fixtures
- ☐ Remove debris and cobwebs
- ☐ Dust and clean millwork, cornices and baseboards
- ☐ Spot clean marks on wall and ceiling
- ☐ Dust accessible air vents and fans

4. Other Rooms

- ☐ Dust and clean all surface areas
- ☐ Dust and clean door and window frames
- ☐ Clean mirrors
- ☐ Dust fans
- ☐ Wipe exterior of air conditioning units, clean filters
- ☐ Clean interior and exterior of all cupboards and drawers
- ☐ Dust and clean millwork, cornices and baseboards
- ☐ Vacuum and mop floors

5. Outdoor Areas

- ☐ Mow grass, weed and trim edges
- ☐ Remove leaves or debris in the pool
- ☐ Sweep external areas
- ☐ Empty and clean rubbish bins
- ☐ Remove oil stains on driveway or in garage
- ☐ Remove debris and cobwebs

6. General

- ☐ Remove all rubbish from property
- ☐ Hire a flea treatment and pest control professional
- ☐ Hire a [carpet steam cleaning](#) professional
- ☐ Hire a [blind cleaning](#) professional
- ☐ Hire a [window cleaning](#) professional
- ☐ Hire a [tile and grout cleaning](#) professional
- ☐ Hire an [oven cleaning](#) professional
- ☐ Hire a [vacate cleaning](#) professional

End of Lease Process

- ☐ Submit ending tenancy notice or receive vacate notice in writing without dispute
- ☐ Confirm any arrangements in writing for agent / landlord to inspect / access property
- ☐ Set the date for final inspection
- ☐ Clean property and return it to its original condition
- ☐ Arrange for carpet or steam cleaning and other professional cleaning if necessary
- ☐ Take photos/videos of property condition and make your own condition report
- ☐ Reverse any changes you have done to the property
- ☐ Pay remaining rent
- ☐ Cancel direct debit if necessary
- ☐ Disconnect all utilities supplied in your name
- ☐ Take date-stamped photos of meters to file for record
- ☐ Return keys and get a receipt or a signed photocopy
- ☐ Bring bond refund form to final inspection
- ☐ Attend or send a representative to final inspection
- ☐ Resolve issues regarding property condition, if any
- ☐ Sign bond refund form