

CLEANING AND VACATING CHECKLIST

CHECKLIST FOR TENANTS



A lack of cleanliness is one of the most common reasons bonds are not refunded in full. It is a legal requirement that tenants leave the rental property reasonably clean when they vacate. Areas often missed when tenants perform their final clean include ceiling fans, light fittings, skirting boards and ovens. The checklist below will help you with this process when vacating.

If required, we recommend you use our approved tradespeople so that the quality of work meets our standards. Please contact your property manager for contact details.

KITCHEN

- Hot plates, oven, grill, exhaust fan and filters
- Cupboards and drawers (inside and out)
- Bench top, sink and splashback
- Dishwasher and filter

BATHROOM

- Shower recess and screens
- Bath, vanity, grouting, exhaust fan
- Toilet
- Wash down walls/ceilings, ensure they are free of mould and mildew

WALLS, CEILINGS AND DOORS

- All marks removed
- Doors and frames free of dust
- Skirting boards wiped down
- Vents, ducts and light switches wiped down

WINDOWS

- Windows cleaned inside and outside
- Sills wiped down, free of dust
- Material drapes/blinds washed/drycleaned
- Venetian blinds/plantation shutters dusted and cleaned

LIGHT FITTINGS

- Fittings washed and dusted
- Any blown light globes replaced

FIREPLACES

- Open fire places to be swept and wiped out

SMOKE DETECTOR

- Replace smoke detector batteries

FLOOR COVERINGS

- Hard floors to be swept, mopped and polished
- Carpets to be professionally steam/dry cleaned and any stains removed

GARDEN

- Lawns mowed and edged
- Garden beds weeded
- Shrubs and trees pruned back
- Paving weeded and washed down
- Clean away dirt and cobwebs from around the door frames/eaves

EXTERNAL

- Balcony swept and washed down
- Garage/carport swept and washed down
- Removal of any oil stains from concrete
- Cobwebs removed from external fittings
- Garden waste and rubbish removed
- Bins emptied

MAIL AND UTILITIES

- Organise for final readings of amenities. Please note that electricity should not be disconnected until a final inspection has been undertaken.
- Re-direct mail to a new address
- Cancel any periodic payments with your bank

We hope you found this checklist useful to help prepare you for your final inspection.

Of course every property is different, so if you want to find out exactly what you should be doing to your specific property, talk to the Najib team.

REAL CARE • REAL ADVICE • REAL DIFFERENCE

Najib Real Estate
www.najibrealestate.co.nz
Licensed REAA 2008