

Tenant Cleaning Checklist

To assist you with vacating your home, we have created the following checklist as a guide. The property must be returned in the same condition as it was when you started the lease excluding fair wear and tear. Having the property ready to inspect will assist a speedy return of your Bond.

If the property (including the carpet cleaning) is not cleaned satisfactorily, you can be given 24 hours to rectify the situation or we will contact our preferred cleaning company to perform the work.

Area	Cleaning required	Completed
Floors	<ul style="list-style-type: none"> All carpets vacuumed All floors clean and stains removed Tiled and timber floors washed Skirting boards dusted and wiped All carpets professionally steam cleaned including stain removal and deodorising (receipt to be provided at handover to Horizon Housing) <p>We suggest that you arrange for the carpets to be cleaned the day before you vacate so they are dry for the inspection</p>	
Windows & Doors	<ul style="list-style-type: none"> All windows to be cleaned on the inside (and outside if possible) Window and sliding door tracks to be vacuumed and cleaned 	
Window coverings	<ul style="list-style-type: none"> Venetian blinds cleaned Vertical blinds cleaned (do not wash) Curtains cleaned (do not wash) 	
Walls	<ul style="list-style-type: none"> All marks removed from walls Wipe walls down, do not spot clean 	
Lights / Light fittings / Air conditioning	<ul style="list-style-type: none"> All lights to be in working order Working light bulbs to be in every light socket Light fittings to be cleaned and free from dust Air conditioning filters cleaned 	
Bathroom	<ul style="list-style-type: none"> All tiles cleaned (All grouting should be mould free) Bathroom vanity cleaned and free of soap scum Shower cleaned and free of soap scum (in particular soap holder) Shower screen cleaned Bath cleaned Ensure ceiling is free of mould Toilets and toilet seats cleaned inside and out Exhaust fan cleaned and all dust removed Mirrors cleaned and streak-free All plugs left beside sink or bath 	

Kitchen	<ul style="list-style-type: none"> • All cupboards cleaned inside and doors and surrounds cleaned • All drawers cleaned inside and outside (drawer insert removed and cleaned) • All shelves cleaned • Stove, Oven and cook top to be cleaned and free of grime and grease (including oven trays and racks) • Exhaust fan and range hood to be cleaned and free from grease and residue • All bench tops cleaned • All plugs left beside sink <p>Note: Do not use steel wool on Stainless steel surfaces</p>	
Bedrooms	<ul style="list-style-type: none"> • Built in wardrobes free from dirt and marks • Wardrobe and bedroom doors cleaned • Mirrors cleaned and streak-free 	
Laundry	<ul style="list-style-type: none"> • Laundry tub cleaned • Cupboard under tub to be cleaned 	
External areas	<ul style="list-style-type: none"> • External walls to be cleaned • Balconies cleaned and floors mopped • Garage floor swept and free from oil stains • Garbage bins empty and cleaned 	
Gardens	<ul style="list-style-type: none"> • Lawns mowed • Gardens to be edged • Gardens to be free from weeds • Driveways swept • Letterbox empty of rubbish and mail 	
General	<ul style="list-style-type: none"> • If pets have been kept at the property, a Flea Treatment must be carried out on the property and the receipt provided at handover to Horizon Housing 	
Items to given to Horizon Housing on handover	<ul style="list-style-type: none"> • Keys for all locks • Swipe cards (if applicable) • Garage remote controls (if applicable) • Completed Exit Condition Report • Carpet cleaning receipt • Flea treatment receipt (if applicable) • Forwarding address and contact telephone number 	
To Do	<ul style="list-style-type: none"> • Ensure you have forwarded your mail via Australia Post (Horizon Housing is not responsible for forwarding your mail) • Ensure you have contacted utility suppliers to have any services you had at the property disconnected (eg electricity, gas, telephone, internet, pay tv) 	