



Community Action – Housing Services

CLEANING CHECKLIST FOR OUTGOING TENANTS

The following list is a guide of what must be cleaned thoroughly and/or replaced before vacating the property.

- Stove exterior, stove top including rings, ring covers, grill, splashback tiles, and benches either side.
- Oven, oven glass, racks, trays
- Range hood to be oil free including filters
- If refrigerator supplied, completely clean including door seals
- Bath, shower, shower screen or curtain, shower tiles, wash basin, splashback tiles, mirrors, all soap scum & mould to be removed
- Toilet including seat and bowl
- Clean all walls and remove marks
- All floors to be vacuumed, swept or mopped including skirting boards
- Remove all stickers/magnets/pictures/posters that have been attached to any surface.

(If paint is damaged due to removal of stickers, etc. and wall/ceiling requires repainting – this will be at your expense.)

- All mould to be removed from walls, ceilings, bathroom, kitchen
- All light fittings to be cleaned and globes working.
- Windows, window tracks and glass including glass sliding doors, screens & tracks
- Ceiling fans
- Curtains – if supplied, to be cleaned and rehung
- All curtains, rods, hooks and ends to be intact and undamaged
- Any broken/damaged items to be repaired and replaced

Any repairs are to be carried out by suitably qualified tradespeople and a tax invoice shown to CAI or arrangements to use CAI contractors can be made by contacting the office.

Please see reverse side



- All cupboards cleaned and personal items removed
- Cobwebs removed from inside
- Rubbish that will not fit into rubbish bin is to be removed from the premises by outgoing tenant.
- Wheelies bins emptied and hosed out
- Pet damage including droppings removed from lawn and gardens
- Cigarette butts to be disposed of properly not left on ground or in gardens.
- Oil/grease stains removed from carports/garages and driveways
- House and yard must be treated for fleas if pets were kept on property.
- All keys including secondary copies to be returned to the office.
- Professional Carpet cleaning is the tenant's responsibility and receipts will need to be provided to CAI at the time the keys are handed in at the office.
- Pest Control by a Professional Pest Control Agent will be required for fleas if pets are kept at the property' this is the tenant's responsibility. Receipts will need to be provided to CAI when keys are handed into the office.

Please note rent will continue to be charged until keys are returned to and recorded by office.

We thank you in advance for your prompt attention and all staff wish you the very best for the future.