



Community Action – Housing Services Cleaning Checklist for Exiting Tenants

The following list is a guide to 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
- Oven, oven glass, racks, trays
- Rangehood including filters to be oil free
- If a refrigerator is supplied, completely clean including door seals
- Bath, shower, shower screen or curtain, shower tiles, vanity and 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 and mopped including skirting boards
- Remove all stickers, magnets, pictures, posters and hooks

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 and ceilings
- All light fittings to be cleaned and globes working
- Windows, window tracks including glass sliding doors, screens & tracks
- Ceiling fans
- Curtains – if supplied, to be cleaned and rehung

- All curtains, rods, hooks and ends to be clean, intact and undamaged
- Any broken/damaged items to be repaired and replaced

Any repairs are to be carried out to the same standard as at the start of the tenancy. Arrangements to use Community Action contractors can be made by contacting the office.

- All cupboards cleaned, and personal items removed
- All cobwebs removed
- Rubbish that will not fit into rubbish bin is to be removed from the premises
- Wheelie 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
- All keys including secondary copies to be returned to the office
- Carpets were steam cleaned at the start of the tenancy and will need to be steam cleaned on exit.
- Pest control for fleas will be required if pets are kept at the property.
- Receipts for carpet cleaning and pest control will need to be provided to Community Action when keys are handed into the office

Please note rent will continue to be charged until keys are returned to the office.

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