

Tenant vacating checklist

Ticking off the items on this list will help you keep track of what should be checked during a final inspection with your tenant before they vacate.

Address:	
Landlord / Agent:	
Tenant(s) name:	
Inspection date:	

PLUMBING

ITEM	CHECK
Drains Run taps for several minutes to ensure there are no blockages or overflows.	
Taps Check water flow.	
Plug holes Clean and unclogged plug holes.	
Water pressure/ flow Check water pressure and flow from all taps.	
Toilet Toilet flushes properly and water tank is refilling.	

ELECTRICS

ITEM	CHECK
White goods Fully functional and cleaned inside and out.	
Appliances Fully functional and cleaned inside and out.	
Plug points Working and in good condition.	
Switches Working and in good condition.	

Fire / Smoke alarms Working and in good condition.	
Door bell Working and in good condition.	
Circuit board Working, in good condition and not tampered with.	
Alarm Working and provided code/keys enable and disable the alarm.	

FITTINGS

ITEM	CHECK
Doors (main and internal) Correctly opening, closing, locking, and void from any chips and cracks.	
Windows Correctly opening, closing, locking, and void from any chips and cracks.	
Laminate / Hardwood flooring Check for unevenness, dampness, and gaps,	
Carpets Check for rips & stains, including underneath furniture.	
Sinks / baths / showers Check all ceramic and plastic fittings for cracks and chips.	
Tiles Check for cracks and chips.	

STORAGE

ITEM	CHECK
Bins (internal & external) All bins inside and out are completely empty.	
Cupboards / drawers All storage units are functional, empty and clean (including above the units).	
Shed / Garage Empty & clean.	
Loft / Atic Empty & clean.	

FURNITURE

ITEM	CHECK
Underneath / behind Check to see if furnitures are hiding any damages.	
Testing Check to see if all furniture is in stable and good condition.	
Unwanted furniture All furniture that belongs to tenant is removed from property.	

Please note: This is for information purposes only and is not an exhaustive list. It is not intended to constitute legal or other professional advice or be a legally binding document. We'd always recommend you seek legal or professional advice before entering into any kind of tenancy agreement.