

Moving out inspection report

International Centre, AU

Address: _____

Date: _____

Tenant, name: _____

AU ID: _____

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Item	Description	OK	Cleaning company	Notes
Room, cleaning				
1	Vaccum and wash the floor			
2	Clean behind and under the bed			
3	Clean the skirting boards			
4	Clean the radiator, if any			
5	Clean the windows inside and outside including the frames			
6	Clean the door and door frame			
7	Clean the wardrobe, if any, inside and outside			
8	Clean all surfaces			
9	Remove garbage and personal items			
Other, cleaning				

	Room, maintenance	OK	Repair	Payer	Notes
	Floors				
	Walls				
	Windows				
	Other				

	Room, furniture	OK	Repair	Payer	Notes
	Desk				
	Desk lamp				
	Office chair				
	Protection under the office chair				
	Wardrobe or similar				
	Box mattress				
	Matress pad (cover mattress)				
	Ceiling lamp				
	Curtains/blinds				

General comments: _____

Tenant, signature _____

IC, employee _____

- Tenant isn't present during the inspection
- Info folder returned
- Key returned