



Your Obligations to Help You Receive Your Full Bond Back!!.....

Below is a checklist to assist you with leaving the premises in a professional standard to avoid any dispute or delay with receiving your bond refund.

Carpets

To be professionally cleaned with a receipt provided for confirmation on completion.

Cupboards/drawers

Remove all personal belongings, food items, clean inside and outside.

Kitchen sink/benches

Clean with a steelo pad or gumption to remove grime. Make sure nothing is left in the drain hole.

Light fittings, ceiling fans & exhaust fans

Remove all bugs, dust, cobwebs and clean with a cloth. You are responsible for replacing any light bulbs not working.

Oven, stove and rangehood

You need to clean these appliances thoroughly to ensure all fatty residue is removed.

Oven - Use a good oven cleaner and make sure it is all removed. Soak the racks.

Stove top – for ceramic use a scraper and proper cleaner, with coil elements please remove all remaining food and crumbs with scourer. If you have an upright oven please remember to lift the top to remove all food around elements.

Rangehood – soak filters and scrub to remove all oil and food residue.

Walls

Wipe all removable marks and fingerprints from walls, wipe light switches, power points & door handles and the wall directly around them. Remove black scuff marks on walls in wardrobes if they were made by you.

Windows, tracks & sills

Clean windows inside and outside. Vacuum and wipe ledges and tracks.

Curtains/blinds

Curtains need to be washed or dry –cleaned and re hung. Vertical blinds need to be wiped if dirty and dusted. You will need to replace all missing chains or clips if broken. If you require repairs please call 0415 147 540.

Ensuite/Bathroom

Clean with bleach thoroughly. Ensure all drawers and cupboards are empty and clean. Clean mirrors so they are streak free. Shower recess/baths must be free of all mould and soap scum. All hair is to be removed from drains and drawers. Ensure there are no makeup or hygiene product stains on shelves or in drawers. Toilets are to be bleached and cleaned around, under and behind.

Dishwasher

Where applicable; clean internally, check filter is clean, remove any food scraps and leave door ajar.

Laundry tubs, washing machine and dryer

use gumption on tubs, ensure filters in w/machine and/or dryer are clean and clear of fluff and dust. Wipe w/machine so it is free of all soap/soap power residue.

Tiled/vinyl floors and skirting boards

Wash floors and clean all dust and grime from skirting boards throughout the house.

Cobwebs

Remove all cobwebs internally (in corners, along cornices, around windows and screens) and externally (under eaves, around windows and screens)

Garage/carspace & driveway

Degrease any oil stain from carport/garage and driveway. Remove everything from garage including rubbish.

Green/yellow wheelie bins

If the bins are full leave them out for collection. If they are empty please make sure they are clean and that they don't smell.

Balcony/patio, paths and paving

Wash all tiles/pavers/paths, wipe hand rails. Remove old pots, rubbish and cobwebs.

Pets

If you have had a pet on the premises you are required to organise a pest spray for fleas inside and outside. You will need to provide a receipt as confirmation.

Furnished Properties

Refrigerator – Remove all food items, defrost the fridge and clean thoroughly. Wipe dry and leave the doors open to prevent mildew.

Crockery & cutlery – Wash and put away. Replace any that have been broken or lost.

Bed covers, blankets & mattress protectors – Wash or dry clean and place back on beds.

Furniture – Fabric lounge suites and dining chairs are to be professionally cleaned. All furniture is to be left clean and undamaged.

Residential Houses

Guttering – Please remove all vegetation.

Lawns & gardens – Mow the lawns on the vacate day or the day before. Trim the shrubs, weed & tidy the gardens. They are to be left as they were when you arrived.

Pool – The pool must be cleaned and serviced with chemicals accordingly prior to vacate. All pool equipment must be undamaged and working, cleaned and put away.

General

Arrange final reading for electricity and disconnect the phone.

Organise a redirection for your mail.

Rent will be charged until the keys are returned and all cleaning is completed. Final inspections will not be carried out on Saturdays, Sundays or public holidays.

When the final inspection has been carried out you will be notified of any further cleaning/repairs required. If you are unable to return to the property or we are unable to contact you we will organise our contractors to complete the work and we will deduct the costs from your bond.

Please make sure you provide a forwarding address for your bond refund and any mail that may not have been redirected.

