

VACATING YOUR PROPERTY WHAT YOU SHOULD KNOW

HOW TO ENSURE YOUR BOND IS REFUNDED WITHOUT DELAY

To ensure you get your bond refund back without unnecessary delays we have printed a detailed cleaning guide on the following page. By strictly adhering to this thorough guide you should avoid unnecessary disputes and possible delays with the bond refund.

Your keys, along with this signed checklist and completed Exit Condition report together with your forwarding address and contact phone numbers, must be returned to our office on the day of vacating day by **4.45pm** and not be left in the property. Rent will be charged for every day that the keys have not been returned and the property not ready for occupation. Please also note that rent is payable up to and including the date of vacating and may not be deducted from the Bond.

As well as leaving the property clean the property must be free from all personal belongings and rubbish. All items of furniture (if rented furnished) must be cleaned and returned to their original positions.

Cleaning - If there is any further cleaning to be carried out after inspection, you will be given one opportunity to rectify this (we will contact you and you have **24 hours to complete the task** or otherwise professional cleaners will be engaged and this will be deducted from your bond).

Carpets – please note carpets are to be steam cleaned by professional carpet cleaners, and the receipt must be provided. We stress that you use a reputable company. If the workmanship is poor we may have to appoint another company to clean the carpets, at your expense.

Pets – If you have a pet on the premises please note you are required to fumigate for fleas and produce a receipt.

Pool – If there is a swimming pool at the property you are required to provide a statement from a reputable Pool Service company noting that the correct pH levels and chemical balances.

Gas bottles – If two gas bottles provided at least one bottle must be full and a receipt provided upon vacating.

Gardens & Lawns – please remember to also ensure that the lawns and gardens are tidy, weed free, mowed, trimmed and fertilized.

Should we have any prospective tenants interested in the property prior to you vacating, we will at all times inform you of any inspections and we thank you in advance for your co-operation.

We also wish to advise you that you will be contacted a few days prior to your actual vacate day to book a pre-vacate inspection with you.

We acknowledge the above Signed by tenants :	
Dated:	
Property:	

CLEANING GUIDE FOR YOUR FINAL INSPECTION

PROPERTY: _____

FORWARDING ADDRESS: _____

CONTACT NUMBER: _____

NUMBER OF KEYS RETURNED: _____

Please ✓ when completed	AREAS TO CLEAN	WHAT TO DO
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	FURNITURE - Robes Upholstery Linen	Wipe Shelves Remove marks Wash
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	STOVE - Oven & trays Grill BURNERS/HOTPLATES EXHAUST FANS RANGEHOOD	Scrub & Clean Behind Stove Scrub Scrub Remove & Scrub Filter Scrub (Replace Light Bulb if Necessary)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	WALLS - Skirting Ceilings Doors Cupboards	Wash & Remove All Marks Clean & Wipe Mirror Doors Clean & Wipe Glass Doors
<input type="checkbox"/>	LIGHT FITTINGS & POWER POINTS	Wipe & Replace Blown Bulbs Clean Light Shades & Remove Insects
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	WINDOWS - Blinds Curtains Glass Screens Sills	Wipe off dust & marks Wash and hang back up Inside & outside if possible Remove & Wash Vacuum & Wash
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	FLOORS – Carpets Tiles Timber Vinyl	Arrange for professional steam cleaning Wash & Wipe to Remove Marks Wash & Wipe to Remove Marks Wash &~Wipe to Remove Marks
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	REFRIGERATOR/FREEZER DISHWASHER	Wash inside & outside Clean Behind, Around Door & Sides (Leave Open) Flush with Dishwasher Purpose Cleaner
<input type="checkbox"/>	GARBAGE DISPOSAL & SINKS	Scrub Well & Disinfect
<input type="checkbox"/> <input type="checkbox"/>	CUPBOARDS & DRAWERS BENCHTOPS	Wipe Inside & Outside Wash & Clean with Disinfectant
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	BATHROOMS/ENSUITE SHOWER & BATH/SCREENS TOILET MIRRORS/CABINETS/BASIN EXHAUST FANS	Scrub tiles & grouting – Disinfect Entire Room Scrub with Disinfectant Scrub & Disinfect Wash & Wipeout, Scrub around Taps etc. Clean Vent (Replace Light Bulbs if Necessary)
<input type="checkbox"/> <input type="checkbox"/>	LAUNDRY WASHING MACHINE, DRYER & TUB	Clean Filter, Remove Lint, Wipe Outside, Under & Around Lids, Clean Behind & Scrub Where Necessary.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	GENERAL – GARAGE POOL PATIO & COURTYARD LAWNS & GARDENS RUBBISH BINS	Remove Marks from Walls Remove Oil Stains & Sweep Out Vacuum & Clean Filter, Correct pH Levels Weed, Sweep & Hose (if Permitted) Mow, Weed, Rake & Remove Clippings & Cuttings Remove Rubbish, Disinfect and Hose Out (if Permitted)