

Dear Tenants,

*****BOND INSPECTION GUIDE FOR TENANTS VACATING*****
*****PLEASE READ CAREFULLY*****

Please note that we are unable to inspect the property until you have fully vacated, removed all belongings & rubbish from the premises and returned the keys to our office or bond inspection arranged with your Property Manager.

We ask that before the bond inspection you:-

- Advise our office of your forwarding address & phone number.
- Make your final rental payment.
- Arrange for a final account for telephone, electricity and gas supplies.
- Have your mail redirected with the post office.
- Please pay your outstanding water usage. Additional water may be once the final inspection has been carried out.
- Please indicate on the attached form whether or not you want to be at the final Bond/Outgoing inspection. We ask that you please notify the office by returning the form returning the attached form prior to your vacate date.

Please note: As per the residential tenancy agreement, clause 32:

The tenant agrees NOT to apply any rental bond towards payment of the rent without the prior written consent of the landlord.

In this case the landlord has not given permission.

Please note that our office will be in contact with you to arrange for the property to be shown to prospective tenants during the last 14 days of the notice period as per clause 9.6 of the Residential Tenancy Agreement. This is usually by way of a short open for inspection on a Saturday and/or by appointment during the week.

Should you require further information please contact our office on 9889 0266 or email: your property manager.

Kind Regards,
Ray White North Ryde

ATTENDANCE TO THE FOLLOWING SUBSEQUENT TO OUR INSPECTION WILL SAVE CONSIDERABLE TIME AND PREVENT UNNECESSARY DELAYS IN RETURNING YOUR BOND TO YOU.

Note:- Some of these items may not apply to your tenancy situation.

Our office endeavours to have your Rental Bond returned to you as quickly as possible after you have vacated however from our experience the main reason why tenants have deductions made from their bond is due to the failure to carry out the following:-

It would be useful to use this list as a Check List to ensure you have carried out all the necessary items.

1. The property to be left in a clean and tidy condition throughout (as per the in going Residential Premises Condition Report) with any stains, marks or dirt tracking to be professionally removed from the carpets. Please retain receipt and show to our office when returning the keys.
2. Kitchen - All cupboards inside & out including on top of cupboards, shelves, drawers, benches, sink including drain hole to be thoroughly cleaned. Stove inside & out with oven cleaner (including rings & drip trays), grill, oven (including racks) and exhaust fans & filters to be cleaned thoroughly inside & out, with all grease removed.
3. **All carpets to be professionally cleaned by a licensed Carpet Cleaner and a receipt provided to the office. "Britex" style hire cleaners will not be accepted as professional cleaning. Other floor types need to be washed. Flea treatment to be done by a licenced Pest Control Company, receipt to be supplied to the office if pets have been permitted at the property.**
4. Walls, doors, door frames, light switches and power points to be cleaned of all marks. Skirting boards to be wiped free of dust. All rooms should be cobweb free.
5. All light covers should be washed (remove light fittings and wipe out dead bugs & dust.)
6. Windows, tracks, sills, doors and fly screens and screen doors should be cleaned inside and outside where possible.
7. Any furniture, curtains or other to be returned to the original position.
8. Blinds and curtains should be washed and free of dust. (Please note that some curtains may require dry cleaning as they may not be machine washable).
9. All garbage, recycling and rubbish should be removed from the premises. Garbage and recycle bins should be left empty or be placed on the kerb for collection on the next collection day.
10. Garage/carport/storeroom/shed should be swept and grease marks removed.
11. Bathrooms to be thoroughly cleaned with all mould and soap scum removed from tiles and grout. Shower screens and tracks to be clean and free of soap scum hair and dirt. Mirrors to be cleaned. Ceiling mould also to be removed. Toilets to be cleaned and disinfected inside and out. Floor to be mopped. ("Exit Mould" is good for removing stubborn mould and soap scum build up).
12. Laundry – Clean tub inside and out, clean inside, outside and behind dryer and remove lint from filter.
13. Lawns & Edges to be cut and all garden beds left free of grass & weeds. No grass clippings to be left at property. Grass clippings must not be left in the garden beds.
14. If you have had a pet at the property, professional flea fumigation of the interior and exterior of the property should be done & the receipt provided to our office as per the annexure to your lease agreement.

We can recommend the following:-

CARPET CLEANING – Finches Carpet Cleaning – 9876 6476

FUMIGATION – Eagle Multi Pest 9748 0066 or Total Pest Control 9684 1203/0409 465 456

GENERAL CLEANING – H & D CLEAN TEAM 0403 054 731 or 0402 092 775

ALL YEAR CLEANING SERVICES – 0414 698 832

OUR OFFICE DOES NOT ENDORSE COMPANIES THAT MAY TARGET MARKET YOU THROUGH OBTAINING THE PROPERTY INFORMATION VIA THE ADVERTISING OF THE PROPERTY ON THE INTERNET.

PLEASE NOTE that all keys must be returned to our office on your final day of your notice. Rent will be charged until ALL KEYS are received at our office, as keeping keys constitutes tenancy. Please note that our office is not open on Sundays. If you are vacating on a Sunday, you should therefore return your keys on Monday morning prior to 10:00am. You may be charged additional rent for the premises if the keys are not returned before this time. **DO NOT LEAVE THE KEYS UNDER THE DOOR AT OFFICE AFTER HOURS.**

PLEASE NOTE THAT THIS FORM SHOULD BE RETURNED TO RAY WHITE NORTH RYDE PRIOR TO VACATING THE PREMISES SHOULD YOU WISH TO BE AT THE INSPECTION OR ALTERNATIVELY WHEN RETURNING THE KEYS TO THE OFFICE AT THE END OF THE TENANCY

FINAL BOND INSPECTION AUTHORITY

Property Address: _____

Please indicate your preference by circling either no. 1 or no. 2

1. I do not wish to be present at the final bond inspection and authorize Ray White North Ryde to carry out the inspection in my absence. I understand that Ray White North Ryde will contact me as soon as possible after the inspection has been undertaken.
2. I wish to be present at the final bond inspection and ask that Ray White North Ryde contact me (Name) _____ on (Phone) _____ to arrange a suitable time for the final bond inspection to be carried out.

Please note that Ray White North Ryde will arrange to release your bond from the Dept of Fair Trading and have it forwarded to your new address. Should you wish to have your funds deposited to your bank account please provide your banking details to our office at the time of returning your keys.

Final bond inspections will be carried out between 9:00am and 4:00pm Monday to Fridays and usually take approximately 30 minutes to 1 hour depending on the size of the property.

Tenants signature

Date