

# HOW TO GET YOUR BOND BACK

## A GUIDE TO YOUR FINAL INSPECTION

Important information – it is essential that the property be handed back in satisfactory condition, maintained and any issues/repairs made good of and most importantly in accordance with your Residential Tenancy Condition Report. There is no excuse to say you “forgot”, “didn’t get time” or “its better than when we moved in” – this will simply not be accepted.

Should there be any issues in which Ray White need to arrange on your behalf RENT WILL BE CHARGED until the date we are satisfied with the condition of the property.

With this said please take responsibility and organise what needs to be done so we can conduct an inspection and follow through with prompt release of your bond.

Any questions at all in relation to this please speak to your Property Manager

## LEAVE IT TO THE EXPERTS?

Cleaner	Jason Master Cleaning Services	0404 065 388
	Manny “The Man Cleaning”	0433 189 138
Gardener		
	Alex “Canada Bay property maintenance”	0424 186 996
Handyman	Michael “PMG Maintenance”	0404 339 388
	Vito “Reliable Property Maintenance”	0404 073 007
Carpet Steam cleaner	Peter “stain-fighter”	0412 335 345
	Manny “the man cleaning”	0433 189 138
Floorboard repairs	Arthur “Solmus”	0414 983 559
Painter	Ali “Aspect Painting”	0407 770 123
Electrician	Nick “Multi Logic”	0413 351 301
	Glenco Electrical	9700 9996
Plumber	Michael “Lentros Plumbing”	0404 305 913
	Con “Royal Plumbing”	0411 501 060
Curtain/Blind dry cleaner	Manny “the man cleaning” service	0433 189 138
Pest control	PEST ASSURED - CONRAD	0423 665 678
Rubbish removal	Cheapest Load of Rubbish	9699 6591

## HAVE YOU...

Re-directed your mail NOW	Australia post	13 13 18
Cancelled your utilities?	Energy Australia	131 535
	Telstra	132 202
	AGL Gas Company	131 606
	Optus	1800 500 500
Arranged rubbish collection	Marrickville council	9335 2222
	City of Sydney council	1300 651 301
	Leichhardt council	9367 9222
Cancelled pay tv	Foxtel	1300 785 622

## GENERAL CLEANING GUIDE

- Clean all **windows** and tracks, doors, sliding doors and tracks, fly and security screens
- Vacuum/Mop all **floors**, removing marks and wash all skirting boards
- Dust **light fittings**, wiping out dead bugs, remove all cobwebs, globes to be left in working order
- Wash all **walls** with particular attention to areas around light switch, handles and **cornices**
- All **curtains and blinds** are to be washed or dry-cleaned as per tagged instructions
- Cobwebs** to be removed from interior and exterior of premises
- Air Conditioners** - filters to be removed and cleaned
- Tops of cupboards

## KITCHEN

- Inside and outside all **cupboards and doors**
- Stove**, griller, drip trays and oven to be left free of grease (use MrMuscle or OvenClean)
- Inside, outside and behind the **refrigerator** and **dishwasher** (if applicable)
- Exhaust** fans and filters
- Sink** (stainless steel sinks to be shiny - use cream cleanser & scourer) and especially drains
- Rangehood** and filter (filter can be removed and cleaned)

## BATHROOM

- Floor tiles, mirrors and windows
- Toilet (use proper cleaner), **vanity, bath, shower** (tiles & screen scum build-up to be removed)
- Clean inside built-in **cupboards** (wipe off scuff marks)
- Shower curtain** washed with bleach or replaced if necessary
- Grouting** throughout (use exit mould or bleach)
- Soap and all **products** removed and not left behind

## LAUNDRY

- Inside, outside and **behind** washing machine, rinse out filter
- Inside, outside and behind dryer, remove **lint**.
- Clean **laundry tub** (including inside bottom cupboard of tub)

## VERANDA/PATIO/OUTSIDE

- Sweep and mop, clean railings and any perspex glass. Remove all cobwebs etc.
- Degrease all driveways, carports (all concrete areas to be free from oil and grease)
- Clean wheelie bins & remove any excess rubbish (put rubbish in bins for collection) and on street
- Lawns, edges, weeding, general tidy-up and gardens [no rubbish to be left]
- Gutter cleaning

## Pets

If required by your lease, arrange for a professional pest exterminator to spray both the internal and external areas throughout the property for fleas. Ensure that you retain a copy of this paid account for the bond refund process.

## General Information

Please ensure that you retain all statements and invoices from professional cleaning companies as you will be required to give a copy to our office prior to the bond being released.

Please remember to arrange to have your mail redirected to your new property, as it is not the responsibility of the office or the new tenant to arrange to forward your mail on for you.

Once all matters relating to your bond and final payments have been completed, including any monies owed for water or other charges, we will arrange for the release of your bond.