



Vacating & Cleaning Guide

General Indoor Areas

<p>Kitchen Sink, Tiling/Splashback & Range Hood/ Exhaust Fans: Gently pull out and clean filters, covers and framework. Ensure sink/drains are always clean and tiling/splashbacks are wiped down.</p>	<p>Light Fittings: Please ensure all light globes are working. Clean off dust and remove any dead insects.</p>	<p>Doorways/Doors/ Staircases & Railings: Wipe off finger marks, dust and any other removable marks.</p>
<p>All Ceilings: Remove any cobwebs and fly spots from all areas.</p>	<p>Ceiling Fans: Wipe fan blades and fittings to remove dust (if accessible).</p>	<p>Windows/Latches/Screens: Clean all windows, including sills, runners and window tracks to remove dust build up, cobwebs and any dead insects.</p>
<p>All Floor Coverings: Carpets to be professionally steam cleaned and a receipt is to be produced when returning keys/remotes. Tiles, vinyl, concrete and floorboards are to be washed/mopped.</p>	<p>Skirting Boards, TV/Phone & Power Points: Wipe down with a damp cloth to remove all dust and scuff marks.</p>	<p>Stoves/Ovens/Hot plates/Dishwashers: Clean stove top, control display, knobs, any pull out or in-built drip trays, griller racks, oven racks, trays and inserts, oven bottom, roof and walls. Ensure all soap residue is removed and all compartments are cleaned/emptied.</p>
<p>All Walls: Clean off any dirt, scuff marks, finger or food marks. Wipe down light switches from fingerprints and smudges. Remove cobwebs from corner walls and cornices.</p>	<p>Bathroom(s): Clean sink, mirror, cabinet, vanity unit and drawers, shower, screen doors, bath, wall tiles, exhaust fan covers, corners, windows/ledges, behind doors and ceiling vents. Clean any surface mould where applicable and any soap residue on mirrors and shower screens.</p>	<p>Toilet(s): Clean the seat, bowl, outside around the base and entire general toilet room/area including any windows/ledges, corners and behind doors.</p>
<p>Laundry: Clean the sink (underneath sink, inside and outside) and surrounding areas.</p>	<p>All Benchtops & Cupboards/Drawers (kitchen, bedrooms, bathrooms, laundry, storage area, storage cages and etc): Clean/wash/wipe down inside and out. Doors and door frames both front and back should be clean, as well as the door knobs.</p>	<p>Curtains: Ensure any curtains and nettings are left in a dust free, clean and stain free condition.</p>
<p>Blinds: If there are Venetian blinds, clean and wipe the blind slats. Wipe down any other type of blinds to remove dust or stains.</p>	<p>Air Conditioners & Heaters (all vents and units): Wipe down to remove dust. Clean filters if accessible and applicable.</p>	<p>Damage: Any damage caused to the home must be repaired at your expense. The work must be attended to by a professional trade.</p>

General Outdoor Areas

<p>Lawns & Gardens/Garden Beds: Lawns to be freshly mowed and edges trimmed. Remove any weeds, rubbish and any cigarette butts. Prune trees or bushes below 1.5 metres in height (if required and when in season).</p>	<p>Personal Belongings: Remove all personal belongings and furniture from the home and garage/carport/balconies/pergolas/verandas, porches/sheds/storage cages or cupboards. Ensure nature strips are clear/cleaned prior to keys being returned.</p>	<p>Rubbish: Remove any rubbish that was not present at the commencement of your tenancy. Be sure to check behind sheds, under shrubs and trees and under the house (this includes lawn clippings and compost left). If pets were allowed during your tenancy, ensure all pet waste and belongings are removed. Ensure all rubbish and council bins are empty and clean.</p>
<p>Paths: Sweep paths and remove weeds on paved areas.</p>	<p>Oil spillage: Check and clean carport and garage floors, paths and driveway. If you have used a BBQ, check for any grease spots and spillages. Remove any gas bottles at the home.</p>	<p>NBN Access Devices & Cords/ Heating and Cooling Remotes: To be left at the property. Please ensure that these are not removed and taken during your vacate.</p>

To avoid any disputes or delays with your Bond Refund, please ensure that our Vacate & Cleaning Guide is adhered to and returned to our Office when you are returning your keys/ garage remotes.

Please sign below to indicate that you have completed the above requirements to obtain your bond refund:

Renter(s) Name:

Property Address:

Renter(s) Signature:

Date: