

Bond Saver Checklist

To avoid cleaning charges and unnecessary deductions from your bond we recommend the following items be attended before handing in the keys. Please tick when completed and return signed form with keys on vacate date. Recommended Cleaners—

Leanne English: 0428 757 772

L'S Cleaning Service: 0422 387 420

DONE

GENERAL - ALL ROOMS

- All exhaust fans throughout the property to be cleaned
- Air vents to be dusted
- All venetians, verticals and curtains washed thoroughly
- Flyscreens to be removed carefully and hosed or brushed to remove dirt / dust (if applicable)
- Air Conditioners cleaned outside as well as filters
- All windows, tracks, frames and sills must be cleaned thoroughly
- Doors and door frames to be left clean and undamaged
- Walls and ceilings must be washed using sugar soap (or equivalent) to remove any dirty marks and all traces of blue tac and marks from posters must be removed.
- Cobwebs to be removed from ceiling cornices and walls
- All light fittings to be cleaned and free from insects
- All floors and skirting boards to be washed
- Carpets must be vacuumed, and if required they must be cleaned and fumigated by a professional carpet cleaning company.
- All ceiling fans throughout to be free from dust
- Clean all mirrors throughout including wardrobe door mirrors
- All vertical drape strings to be attached and secure
- All items on inventory to be clean, undamaged and accounted for
- All personal property to be removed.
- No extra nails, hooks or holes in walls or doors.

KITCHEN

- The oven and grill is to be cleaned and lined with foil. Drip trays to be cleaned of all grease
- Range hood to be cleaned including the filters
- All cupboards to be cleaned inside and out (don't forget the tops of the cupboards)
- Sink, taps and disposal unit to be cleaned and polished
- Walls and tiled areas to be free from grease
- All benches and floors to be cleaned and free from grease
- The dishwasher must be left with the filter clean and run through a clean cycle to remove any build up inside. Wipe inside of door and remove debris from bottom drainer
- All floors and skirting boards to be washed and cleaned carefully
- The bench tops must be wiped over.
- All splash backs must be wiped over.
- Griller trays and oven must be properly cleaned including sides and roof of oven.
- Exhaust fans must be cleaned

BATHROOM

- Shower recess to be scrubbed and free from soap scum, mould and grime
- Grouting to be free from soap scum, mould and grime
- Shower curtain (if applicable) to be washed and shower screen to be cleaned
- All plugholes are to be clean and free from debris
- Mirrors are to be wiped over and streak-free
- All drawers and cupboards are to be cleaned
- Toilet to be cleaned thoroughly including bowl, seat and cistern
- All floors and skirting boards to be washed
- All mould must be removed from tiles, grout between the tiles, ceilings and walls.
- Shower screen and track must be properly cleaned and free of scum.
- Vanity and basin must be wiped and cleaned.
- Floor must be swept and mopped.
- Exhaust fan must be cleaned.
- All windows, tracks, frames and sills must be cleaned thoroughly

LAUNDRY

- Washing machine and clothes dryer filter to be cleaned out
- Clean under laundry tub and clean plughole
- Cupboards to be cleaned thoroughly inside and out
- All windows, tracks, frames and sills must be cleaned thoroughly

OUTSIDE AREAS

- Lawns to be mowed and edges trimmed within 2 days of vacating – if applicable. DO NOT dump grass clippings or tree off-cuts in garden beds or behind sheds
- Flower beds and pebble areas to be weeded
- No rubbish to be left in the garden or elsewhere around the property
- All garbage bins to be emptied and washed clean
- Driveways, carports, garages and any concrete areas to be free from oil and grease stains
- Garage floor area to be swept and cobwebs removed
- Cobwebs to be removed from outside eaves, awnings and ceilings

POOL (if applicable)

- Pool and spa to be cleaned, vacuumed and at the correct pH factor
- Pool equipment to be in accordance with ingoing inventory and for security reasons must be stored in the garage or securely locked in the garden shed at the time of vacating

PEST CONTROL

- If you have kept pets on the premises then you must have the property professionally fumigated** especially for flea control both inside and outside and the invoice / receipt must be produced prior to the vacating inspection
- If cockroaches are present you are required to have the property treated by a professional pest controller to eradicate them prior to inspection.

We recommend **Auspest Solutions 6559 3445 or 0459 199 112** for all your pest needs.

CARPET CLEANING

We request that great care be taken when choosing a carpet cleaner because if they're not done to our satisfaction we reserve the right to use one of our recommended companies to rectify and problem.

We recommend **Unitek Carpet Cleaning**. We have found their services to be of the highest standard and their level of stain removal the best. The contact number is: 0402 041 614

Please also be aware that IF carpets are being steam cleaned then this **MUST be carried out prior to the keys being handed in** and a copy of the **receipt MUST be provided** to this office otherwise it will be assumed that the carpets have not or will not be cleaned by you, the tenant, which may result in them being re-done with the cost recovered from your bond.

DAMAGE 1. Check the **Tenancy Agreement** have the below information:

- A loss was applicable at the time of the event
- Rent amount
- Rent frequency

2. Check the **Tenant Ledger of Payments** have the bellow information:

- Date Paid Up to (the date that the tenant had paid rent to)

3. Check the **Management Agreement** have the below information
Agents commission fee and Rent collection fee

Damage that has occurred as a result of your neglect must be rectified at your cost prior to the vacating Inspection

ACCESS FOR RE-LEASING

Pursuant to clause 23.8 of your residential tenancy agreement, we will require access to the premises by appointment (with sufficient notice) to show the property to prospective new tenants. If you wish to be present, please let the property manager know. It is a practice of this office to promote rentals for re-leasing from the day we receive notice that a tenant is vacating. We will be listing this property on the internet and will include a listing in our window and on our rental list so it is important that we have access to the property to show prospective tenants.

KEYS

Please ensure ALL these keys are returned to the office and match those given at time of signing lease. Should there be any missing you will be responsible to replace at your own cost.

IMPORTANT NOTE

- DISCONNECT THE POWER / ELECTRICITY AND FINALISE YOUR ACCOUNT
- DISCONNECT THE GAS AND FINALISE YOUR ACCOUNT
- DISCONNECT THE TELEPHONE
- REDIRECT THE MAIL
- PLEASE PROVIDE FORWARDING ADDRESS AND CONTACT NUMBERS TO OUR OFFICE
- BOND REFUND**, please provide your **bank account details** on the pink form provided. If the bond was lodged in two names we will need written authorisation as to which bank account to use.

This list shown above is provided as a guide only and additional cleaning may be required.

Please Note:

Once you hand in the keys to the property in to our office we will then carry out a final inspection.

Please be aware that if any issues are found at this inspection we may not be able to allow you the opportunity to go back and rectify. This is especially so if we have new tenants going in almost immediately. We strongly recommend you follow the instructions on the cleaning checklist for this reason, before vacating.

Should there be any issues then we will use our discretion as to whether we use our preferred cleaners and/or trades people to rectify them at your expense. However we will always make every effort to contact you prior to doing this.