



"Your Local Agent"

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 you have nominated as your vacating day. *Rent will be charged for every day that the keys have not been returned and the property not ready for occupation. Keys must be brought into the office during business hours.* They must not be left at the property.

Please 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.

If there is any further cleaning to be carried out after inspection, you will be given one opportunity to rectify this. If it is still necessary for us to engage cleaners - this cost will be your responsibility.

If you are arranging for the carpets to be cleaned, please note that the carpets must be professionally HEAVY DUTY 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 again, at your expense.

If you have a pet on the premises please note you are required to fumigate for fleas inside & out and produce a receipt, also from a reputable licensed pest person. If there is a pool at the property, you are required to provide a statement from a reputable Pool Service Company, noting the correct pH levels and chemical balances.

Please remember to also ensure that the gardens and lawns are tidy, weed free, mowed and trimmed.

Please note:- It is your responsibility to arrange for payment to be made directly to any tradespeople you employ to carry out the responsibilities of your general tenancy agreement.

Don't forget to re-direct mail, cancel your electricity, gas, telephone, cable TV and internet at this premises.

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.

CLEANING GUIDE FOR FINAL INSPECTION

NAME:

PROPERTY:

FORWARDING ADDRESS:

CONTACT NUMBER:

AREAS	WHAT TO DO
WALLS - Skirting Ceilings Doors Cupboards	Wash & Remove All Marks Clean & Wipe Mirror Doors Clean & Wipe Glass Doors Wash & Remove All Marks
LIGHT FITTINGS & POWER POINTS	Wipe & Replace Blown Bulbs Clean Light Shades & Remove Insects
WINDOWS - Blinds Curtains Glass Screens Sills	Wipe off dust & marks Wash and hang back up Inside & outside if possible Remove & Wash Vacuum & Wash
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
FURNITURE - Robes Upholstry Linen	Wipe Shelves Remove marks Wash
STOVE - Oven & trays Grill BURNERS/HOTPLATES EXHAUST FANS RANGEHOOD	Scrub & Clean Behind Stove Scrub Scrub Remove & Scrub Filter Scrub (Replace Light Bulb if Necessary)
REFRIGERATOR/FREEZER DISHWASHER	Wash inside & outside Clean Behind, Around Door & Sides (Leave Open) Flush with Dishwasher Purpose Cleaner
GARBAGE DISPOSAL & SINKS	Scrub Well & Disinfect
CUPBOARDS & DRAWERS BENCHTOPS	Wipe Inside & Outside Wash & Clean with Disinfectant
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)
LAUNDRY WASHING MACHINE, DRYER & TUB	Clean Filter, Remove Lint, Wipe Outside, Under & Around Lids, Clean Behind & Scrub Where Necessary.
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 no more than 3 days before vacate date Remove Rubbish, Disinfect and Hose Out (if Permitted)