

BOND VACATE PROCESS AND CLEANING LIST

The following process is followed during all bond vacate inspections:

1. Prepare the property according to the cleaning list provided below.
2. This list together with the in going property report will be used to conduct the vacate inspection.
3. The vacate inspection will take approximately 2 hours.
4. Once completed you are required to meet the property manager at the property to go through the report and discuss any cleaning or damage issues.
5. These items will be agreed upon and if required damage and cleaning will be deducted from your bond.
6. You can return to the property the following day to attend to cleaning items. Keys will be available from our office at 2/343 Newcastle Street Northbridge during office hours 8:30-4pm and must be returned the same day.
7. If you decline to return the following day, the agency will employ the services of a cleaning company and this will be deducted from your bond.

CLEANING CHECK LIST – FINAL INSPECTION GUIDE

Please use this checklist as a guide. These items must be completed as a minimum and there may be other cleaning requirements specific to your property. All of these items - where they apply - are compulsory. It is a condition for the refund of your bond that you leave the property in the same or better condition than on your condition report. Please be advised that should you be contacted to clean or remove something at the property once you have vacated, this must happen within 24 hours of notification, otherwise we will have the problem rectified by professionals and the amount deducted from your Bond.

GENERAL INSIDE	Completion
Wash and sweep/vacuum floors	
Carpets professionally steamed clean (receipt needs to be provided)	
Wipe and clean all light fittings and light switches	
Wash all walls, ceilings and remove all marks	
Skirting boards dusted and cleaned	
Clean doors and woodwork including door frames	
Wash windows inside and outside	
Brush down flyscreens	
Clean windowsills and tracks	
Clean blinds	
Have drapes dry cleaned (receipt needs to be provided)	
Take down your own curtains/blinds and replace with original fittings	
Clean out wood heater/Fire places	
Have chimneys professionally cleaned (receipt needs to be provided)	
Remove all cobwebs	
Ceiling fan blades to be cleaned	
Clean filters on air conditioning units and clean all electric heaters	
Clean sliding door tracks	
Remove personal effects from all cupboards	
KITCHEN	Completion
Clean stove top including element covers	
Clean oven inside including oven racks, grill and drip trays	
Remove grease/debris from stove surrounds	
Clean exhaust fans & range hood	

Defrost/clean refrigerator and remove water	
Clean dishwasher including filters and powder dispensers	
Clean sink, tiled splash backs & cupboards	
Clean pantry shelves and doors inside and out	
LAUNDRY	Completion
Clean laundry tub and cupboards inside and out	
Clean clothes dryer & lint filter	
Clean washing machine & filters	
BATHROOM	Completion
Clean shower curtain	
Clean bath and all tiles	
Clean shower recess and all glass screens (ensure no soap scum marks)	
Clean exhaust fan	
Clean vanity mirrors and cabinet	
Toilet	Completion
Clean behind toilet pan	
Clean cistern	
Clean toilet bowl, seat and cover inside and out	
Exterior	Completion
Mow lawns, trim edges, remove weeds and tidy up gardens	
Remove oil/tyre/rust marks from driveway and garage floor	
Remove all rubbish from sheds and all storage lockers	
Sweep verandas and paths	
Remove all garbage bags and rubbish	
Remove all cobwebs from the exterior of the house/unit	
Where pets have been kept on the property all animal droppings to be removed.	
Final Check	Completion
Check the letter box – remove all old mail/flyers/handbills etc	
Check all drawers/cupboards for personal items	
Return all “moved” items to their original position	
Services	Completion
Disconnect services ; electricity and gas and phone, internet	
Apply to Australia Post to redirect all mail	
Cancel all deliveries	
Property Manager	Completion
Provide a forwarding contact address and telephone number for bond refund	
Pay all outstanding rent and water rates	
Hand in ALL KEYS by 2 pm on the day of vacating	