

## VACATE & CLEANING GUIDE

*A detailed guide to help you get your bond back.*

**Before you start:**

- Familiarise yourself with your original Entry Condition Report.
- Ensure you have received an Exit Condition Report from our office.

**Repairs:**

All damage must be fixed to a professional standard. Contact our office if you require a professional tradesperson to assist.

**Cleaning:**

General	Completed ✓
Clean all windows internal and external, tracks, doors, sliding doors and tracks, fly and security screens.	
Mop all floors (pay particular attention to the corners), removing marks and wash all skirting boards.	
Clean light fittings, wiping out dead bugs, remove all cobwebs, <u>light globes to be left in working order.</u>	
Wash walls with particular attention to areas around light switches and handles, (for stubborn marks we recommend white magic sponges or gumption using a soft cloth to apply and then a soft cloth to rinse of any excess product).	
All curtains and blinds are to be washed or dry cleaned as per tag instructions.	
Cobwebs to be removed from interior and exterior of premises.	
Air-conditioners – filters to be removed and cleaned.	
All fans must be cleaned of all dust.	
Exhaust fans must be removed and washed in hot water.	
Light fittings/shades must be cleaned of all dust.	
External of house to be washed down and free of cob-webs, moth nests etc.	

Kitchen	Completed ✓
Inside and outside of all cupboards and doors (especially pots and pans cupboard), remove all marks.	
Stove, griller, drip trays and oven to be left free of grease (We recommend Mr Muscle or Selleys Oven Clean).	
Inside, outside and behind dishwasher if applicable. (We recommend to run a Finish rinse through)	
Sink (stainless steel sinks to be shiny – use cream cleanser) and especially drains.	
Range hood and filter (filter can be removed and cleaned).	

Bathroom/s	Completed ✓
Floor, mirrors and windows.	
Dust tops of tiles.	
Exhaust fans and light fittings cleaned.	
Toilet, vanity, bath, shower recess (tiles and screen scum build up to be removed).	
Clean inside and outside of built-in cupboards (wipe of scuff marks).	
Shower curtain to be washed with bleach or replaced if necessary.	

Laundry	Completed ✓
Inside, outside and behind washing machine.	
Inside, outside and behind dryer, remove lint.	
Clean laundry tub (including inside bottom cupboard of tub)	

<b>Verandah/Patio/Pergola</b>	<b>Completed ✓</b>
Sweep and mop, clean railings and any perspex glass.	
Remove any cobwebs.	

<b>Garage</b>	<b>Completed ✓</b>
Degrease all driveways, carport and all concrete areas to be free from oil and grease, must also be swept out.	

<b>Garden/Lawns (if applicable)</b>	<b>Completed ✓</b>
Lawns, edges, weeding, general tidy up and gardens, no rubbish is to be left and all trimmings to be taken away.	

<b>Pets/Animals</b>	<b>Completed ✓</b>
If there has been an animal at the property, the premises must be professionally fumigated and a receipt presented with the keys upon vacating.	
All damage caused from animals must be repaired in full.	

<b>Rubbish</b>	<b>Completed ✓</b>
All rubbish (including discarded furniture and appliances) and garden waste have been removed.	
Council bins have been put kerbside for next collection.	

**YOU CAN GIVE THIS PAGE TO YOUR PROPERTY MANAGER AT  
THE FINAL INSPECTION**

Carpet Cleaning	Receipt attached ✓
All carpets must be cleaned professionally and a receipt produced upon vacating. It is not acceptable to use home carpet cleaning equipment. <b>If a receipt is not produced then it will be arranged by us and deducted from the bond.</b>	

Rent	Completed ✓
Rent is to be paid up to the day of vacating (or further if breaking a lease) and is not to be deducted from the bond. Please do not ask us to take it from the bond!	

This is a guide, but we do check all of the above items upon final inspection. We recommend that it is adhered to; this ensures a prompt refund of your bond. If cleaning is not completed in full to our satisfaction, a professional cleaner will be employed to bring cleaning to an acceptable standard.

If any walls need painting please contact us, we may be able to assist in matching the paint exactly. Any mismatching paint, no matter how slight, will require the entire room to be repainted at your expense.

*Please ensure that a FORWARDING ADDRESS is provided, this also helps for a prompt refund of your bond.*

1. Name/s: \_\_\_\_\_

Forwarding address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

2. Name/s: \_\_\_\_\_

Forwarding address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_