

## A stressful time made a bit easier with this reminder list



### Cleaning

See the below list of things we look at to ensure your bond has a prompt return:

#### Kitchen

- ☐ Stove top, griller, range hood & filters and oven to be cleaned thoroughly with all racks
- ☐ All cupboards to be cleaned inside and out
- ☐ Shelving to be wiped
- ☐ Sink is to be cleaned and all plugs present
- ☐ Exhaust fans to be removed and clean
- ☐ Dishwasher to be cleaned with utensil caddy present
- ☐ Refrigerator and microwave to be cleaned (where applicable)

#### Bathrooms

- ☐ Shower screens and curtains are to be washed
- ☐ Shower recesses to be scrubbed and grouting to be free of all soap residue and mildew
- ☐ Silicone to be clean with no mould
- ☐ Grout to be clean from any grime build up
- ☐ Sink wiped
- ☐ Tapware wiped
- ☐ Exhaust fan cleaned
- ☐ Mirror to be cleaned
- ☐ All cupboards to be cleaned inside and out

#### Outdoor

- ☐ Grass mowed, weeds removed and gardens maintained
- ☐ All rubbish to be removed from property (please ensure all bins are also emptied)
- ☐ Driveways, carports and all concrete areas to be free from oil and grease stains
- ☐ Front porch and pergola areas to be pressure washed and free of cobwebs

#### Furniture (where applicable)

- ☐ Furniture and upholstery to be left in a clean condition (where applicable)
- ☐ All inventory items to be accounted for (where applicable)

#### Throughout the home

- ☐ Air vents to be dusted
- ☐ All blinds to be dusted and wiped down
- ☐ Windows and windowsills to be cleaned thoroughly
- ☐ All cupboards to be cleaned inside and out
- ☐ Marks to be removed from walls - sugar soap only
- ☐ All light fittings to be cleaned and non-functioning light bulbs replaced
- ☐ All floor and skirting boards to be wiped
- ☐ Cobwebs to be removed
- ☐ Washing machine and dryer to be cleaned (where applicable)
- ☐ Pest control if required - *a receipt must be provided to our office on hand over of keys*



## Re-direct your mail

Often the most overlooked thing to remember is to change your address. If you don't have time to call all of your mailers, Australia Post offers a service to have all of your mail re-directed for chosen periods of time. As your mail arrives to your new address you can change your address as you go.



## Have final readings booked in

Contact your services providers at least 3 days prior to vacating to arrange final readings / disconnections for any services you have to the property eg. power, gas, water, phone, internet, Foxtel. You are responsible to provide a forwarding address to your connection companies.



## Insurance

Contact your insurer to make sure you have temporary cover between moving from one property to the next. Your insurer should cover you while moving and for both properties while in transition.



## Air conditioner / split system remotes and any appliance manuals

While packing up ensure you don't pack any split system remotes. Please leave them at the property with any copies of appliance manuals and warranty receipts you may find while packing and moving out. Also any spare plans or alike are handy.



## Gardens

Make sure your gardens are left in a neat and tidy condition. Ensure lawns are mowed and edges are completed. Weed garden beds and pebbled areas.



## Carpets

Carpets are to be professionally steam cleaned or dry-cleaned.  
*A receipt must be provided to our office on hand over of keys.*



## Bins

To be empty or curbside for collection.



## Appliance Water Connections

Water supply to be turned off to the dishwasher and washing machine.

Blanking plug or hose cap to be installed onto the washing machine water inlet tap to prevent leaks.