

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
- ☐ Dishwasher to be cleaned with utensil caddy present, including filters and access panel
- ☐ Refrigerator and microwave to be cleaned (where applicable)
- ☐ Benches to be wiped
- ☐ Top of kitchen cupboards to be dusted and cleaned
- ☐ Pantry shelving to be wiped down
- ☐ Refrigerator door seals cleaned (where applicable)
- ☐ Rangehood splashback area degreased

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
- ☐ Toilet to be thoroughly cleaned, including bowl, seat, lid, cistern, hinges, base, surrounding floor area and behind the toilet
- ☐ Floor waste drains to be free of hair and debris
- ☐ Soap holders, shower shelves and recesses to be cleaned thoroughly
- ☐ Shower curtains to be washed and free from mould and mildew (where applicable)

Throughout the Home

- ☐ Any wall damage repaired with correct paint
- ☐ Air vents to be dusted, including ceiling and hallway vents
- ☐ All blinds to be dusted and wiped down
- ☐ Windows, flyscreens and windowsills to be cleaned both internally and externally
- ☐ 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*
- ☐ Door tracks cleaned
- ☐ Carpet steam cleaned – *a receipt must be provided to our office on hand over of keys*
- ☐ Split system filters cleaned

- ☐ Remove hooks, adhesive strips, mounting tape, Blu Tack and any residue unless approved to remain
- ☐ Clean light switches and power points
- ☐ Wipe door frames, doors and door handles
- ☐ Clean ceiling fan blades (where applicable)
- ☐ Remove dead insects from window and sliding door tracks
- ☐ Clean behind and underneath appliances where accessible
- ☐ Remove fingerprints and marks from stainless steel appliances and surfaces

Furniture (where applicable)

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

Outdoor Areas & Gardens

- ☐ Grass mowed, weeds edged and gardens maintained
- ☐ All rubbish to be removed from property (please ensure all bins are also emptied)
- ☐ All bins put kerb side and have hard waste collection organised
- ☐ Driveways, garage, carports and all concrete areas to be free from oil and grease stains
- ☐ Front porch and pergola areas to be swept/pressure washed and free of cobwebs
- ☐ Pet waste to be removed from all outdoor areas
- ☐ Sheds and outdoor storage areas to be emptied and cleaned
- ☐ BBQ areas to be cleaned (where applicable)
- ☐ Any plants that have died due to tenant neglect to be replaced with similar plants
- ☐ Garden beds to be weed-free and maintained in a neat and tidy condition
- ☐ 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.

Garage & Shed Areas

- ☐ Garage and shed areas empty and clean with spare tiles, paint and items stored correctly inside
- ☐ Garage and shed floors swept and excessive oil stains washed
- ☐ Walls, ceilings and corners free from excessive cobwebs
- ☐ Skirtings dusted
- ☐ Any renter-caused damage to walls, doors, fixtures or fittings must be repaired

Repairs & Maintenance

Any renter-caused damage to walls, doors, fixtures or fittings must be repaired.

Any patched areas requiring paint touch-ups must be colour matched and finished to a tradesperson-like standard.

Repairs should blend with surrounding surfaces and not be visually obvious.

Replace missing or damaged flyscreens caused during the tenancy.

Replace cracked light covers, damaged blind slats or broken fittings caused during the tenancy.

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.

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 at the water meter. Also, blanking plug or hose cap to be installed onto the washing machine water inlet tap to prevent leaks.

Keys

All keys, fobs and remotes to be returned.

Vacate Administration

Ensure forwarding address details have been provided.

Ensure all personal belongings have been removed from the property, garage, sheds, roof cavity and storage areas.