

## VACATING GUIDE

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Please find detailed below a check list which should be completed immediately prior to your vacating the property. Your attention to this guide will ensure a prompt return of your Bond.

You must ensure cleaning and **professional steam cleaning** is completed to a satisfactory standard before you vacate.

You will not be able to return to access the property after you vacate the property so please ensure you check your ingoing Condition Report (contact us if you need a copy), clean the property thoroughly and repair any damage you have caused during your tenancy.

### BOND RETURN

You will be sent a Bond Claim form to sign once we are satisfied with the condition of the premises. The Bond Claim form must be signed and sent to the Residential Tenancies Bond Authority (RTBA) and once received the RTBA will return your bond within 72 hours.

### FINAL INSPECTION CHECKLIST

1. Rangehood filter/s, cooktops, griller & drip trays to be thoroughly cleaned (including burners).
2. Exhaust fan/s to be removed & cleaned.
3. Refrigerator (especially behind refrigerator), and washing machine to be cleaned out – (if applicable).
4. Air-vents to be dusted/vacuumed.
5. All cobwebs to be removed.
6. Slimlines/venetians/holland blinds to be cleaned free of dust.
7. Curtains/drapes to be in a clean, dust free condition.
8. Windows & window sills to be cleaned thoroughly.
9. All cupboards to be cleaned thoroughly inside & out.
10. Marks & hooks to be removed from walls that have occurred during your tenancy.
11. All light fittings to be cleaned free of dust & any bugs.
12. Particular attention should be paid to bathrooms, toilets, vanity cabinets. Shower recess' & grouting to be scrubbed be free of all soap, residue and mildew. Shower screens to be cleaned thoroughly and shower curtain to be washed/replaced (if applicable).
13. Vacuum/mop all floors.
14. Carpet to be steam cleaned/dry cleaned (provide office with receipt of such).
15. Property to be fumigated and deodorised with the receipt to be provided to the office, if pets are present in property.
15. Lawn to be mowed, edges to be trimmed.
16. Flower beds & pebbled areas to be free of weeds.
17. No rubbish to be left in the garden or garage.
18. Driveways, carports and all concrete areas to be free from oil and grease stains.
19. Furniture and upholstery to be left in clean condition (if applicable).
20. All items on inventory/condition report to be accounted for (if applicable)
21. Any damages caused by the tenant must be repaired.
22. Arrange for a final reading of the gas, water, electricity and telephone services.
23. Contact post office and have all mail forwarded to new address.
24. Organise for your electricity to be disconnected after our final inspection has been conducted.

**NB: make sure you have completely cleaned and vacated the property before you return keys to our office for the final bond inspection.**