

Vacating Checklist

Please refer to this checklist and your condition report which was completed at the beginning of your tenancy to ensure your bond money is refunded.

- All marks on walls & ceilings, light switches, doors, doorframes, skirting boards etc. to be cleaned and free from dust (please take care to see that the paintwork is not being damaged while cleaning). Cobwebs to be removed (walls & ceiling cornices)
- Carpets to be professionally steam cleaned. (Receipt to be given to our office) and if this is not done professionally you may be charged if we have to send another cleaner to do the job again. However if you use our cleaner and it is not done to our standards, we will instruct them to go back and do it again without a charge.
- All air conditioning filters & the Dryer filters to be cleaned and emptied (where applicable)
- All light fitting cleaned inside and out and all light globes to be working (Must be replaced if blown)
- Verticals & Venetian blinds to be cleaned and dust free and be sure to clean the windows & sills
- All tiled floors to be washed
- Exhaust fans and covers cleaned properly
- All built-in robes & cupboards to be cleaned inside & out. All personal items to be removed
- Stoves, surrounding walls, oven, griller, and drip trays to be cleaned thoroughly inside and out. (Remove knobs & element rings and clean underneath)
- Kitchen - Bench tops and wall tiles to be wiped down, Dishwasher to be cleaned inside & working.
- **Kitchen – range hood must be cleaned.**
- Please pay particular attention to bathrooms, toilets and bathroom cabinets. All floors to be scrubbed for mildew especially in shower recess. Shower screens should be free of soap residue & mildew. Any mould must be washed off walls and ceilings. Both the mirror & cabinet to be cleaned.
- Balcony/s to be cleaned and rubbish free / pots / plants etc.
- Garage / car space / storerooms to be cleaned and free of any items & oil stains removed.
- All items on the original condition report to be accounted for.
- Any damage incurred by yourselves during the tenancy to be fixed at your expense.

For all of your cleaning and steam cleaning of carpets and general maintenance or rubbish removal – we recommend you call **A1 Cleaning – Marvin 0405 362 495**

IMPORTANT – YOU WILL BE CHARGED RENT FOR EACH ADDITIONAL DAY THAT IT TAKES TO HAVE THE PLACE CLEANED IF YOU DO NOT HAVE IT DONE PRIOR TO RETURNING THE KEYS TO OUR OFFICE

Also you will be charged \$100 for a second bond inspection if we get there and you are not finished cleaning or able to give us vacant possession.