

To assist in avoiding delays in the refund of your bond, please ensure that the property is thoroughly cleaned and any damage attended to prior to the keys being handed in (refer to your Entry Condition Report as your reference). We encourage you to read and follow the Vacating Checklist, which outlines all the requirements you need to meet prior to the final inspection of your property. Please present this form during the final inspection to the Property Manager.

Please note that we cannot inspect the property until you have removed all belongings and have returned the keys and the remote controls. Any registered keys and the remote controls as on keys registration and additional keys during the tenancy must be returned to our office as on agreement.

Ensure all items below are attended prior to vacating and prior to the inspection date, to avoid unnecessary delay in returning the Bond

<p>Kitchen</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stove/ cook top, griller, oven & racks <input type="checkbox"/> Bench tops & all tiling <input type="checkbox"/> Sink/dishwasher <input type="checkbox"/> Cupboards & drawers (Internal & External) <input type="checkbox"/> Walls & ceiling - dirty marks to be washed off <input type="checkbox"/> Skirtings & doors to be wiped <input type="checkbox"/> Exhaust fan/ range hood – filters to be cleaned <input type="checkbox"/> Floors - swept & mopped <p>Bedroom/ Living Areas</p> <ul style="list-style-type: none"> <input type="checkbox"/> Walls & ceilings - dirty marks to be washed off <input type="checkbox"/> Skirtings & doors to be wiped clean <input type="checkbox"/> Heater & all vents (If wood – ash must be removed) <input type="checkbox"/> Air conditioning unit filters to be cleaned <input type="checkbox"/> All grille vents to be dusted <input type="checkbox"/> Light fittings & ceiling fans 	<p>Bathroom / Laundry / Toilet</p> <ul style="list-style-type: none"> <input type="checkbox"/> Walls, & ceilings - dirty marks to be washed off <input type="checkbox"/> Shower recess & screen/ curtain <input type="checkbox"/> Bath <input type="checkbox"/> Basin, mirror, vanity/ cabinet <input type="checkbox"/> Tiling including grout <input type="checkbox"/> Exhaust fan cover <input type="checkbox"/> Toilet/s <input type="checkbox"/> Skirtings & doors to be wiped clean <input type="checkbox"/> Floors - swept & mopped <p>Externally</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mow & edge lawns <input type="checkbox"/> Weed garden & remove any rubbish <input type="checkbox"/> Oil stains on driveway, garage / carport removed <input type="checkbox"/> Concrete / paved areas to be swept <input type="checkbox"/> Shed / garden shed – to be free of rubbish & swept <input type="checkbox"/> Cobwebs removed <input type="checkbox"/> Rubbish bins – emptied & washed out 	<p>General</p> <ul style="list-style-type: none"> <input type="checkbox"/> Carpets - Professionally cleaned <input type="checkbox"/> Windows (inside & out), screens, sills & runners <input type="checkbox"/> Light fittings – dust & remove insects <input type="checkbox"/> Blinds / curtains / drapes <input type="checkbox"/> Walls (to be repaired & repainted if damaged) <input type="checkbox"/> Skirtings & doors to be wiped <input type="checkbox"/> Cobwebs removed <input type="checkbox"/> Floors - swept & mopped
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Ensure the following points have been attended before the final inspection date:

- Rent has been paid to the vacating date.
- All keys and the remote controls have been returned to the office in person including letterbox / padlock keys.
- Arrange disconnection of your telephone, internet broadband, electricity (after final inspection is completed), gas and water supply.
- Ensure that our office has your new forwarding address and phone number.
- Re-direct all mail to your new address.

Listed below are a few helpful hints to assist you with easy cleaning

Ovens
It should all be working, and the trays should be lined with foil where necessary. The best way to clean the oven is to remove the trays, place them on newspaper, and thoroughly spray each side of the trays and the oven walls with an all-purpose oven cleaner. Leave for a couple of hours whilst you attend to other cleaning items. Wipe the trays and oven sides over with warm water; for stubborn grime, use a scourer.

Walls/ Doors
A little sugar soap in a bucket of warm water will remove a good percentage of hand marks and other dirt. Place a few towels around the bottom of the walls and wipe over with a cloth.

Shower
Clean first with Domestos, AJAX or a general cleaning cream such as Jif, using a green scourer to remove built-up grime on the shower floor and screen, then wash away with warm water. Then spray the entire area with EXIT MOULD or BLEACH to remove mould. Please note that a bit of elbow grease is required to remove built-up grime, and it's always a good idea to stand inside the shower after you have finished cleaning and close the shower door to ensure you haven't overlooked any of the inner sides of the shower screen doors.

Curtains
Should all be hand washed in lukewarm water and drip dried; use the bath or laundry tub. You may find it easier to dry-clean drapes where necessary. If you have hung your window furnishings, please wash and rehang the original curtains.

Oil Stains on the Driveway
Try a can of Coke, give it a bit of a scrub, leave for half an hour, and then wash it away. If this doesn't work, you must go for something more substantial like RIPPA STRIPPER.

Carpet must be professionally steam cleaned (if applicable)
A receipt must be shown to the agent when returning keys.

Cleaning After Your Pet (if applicable)
Should be fixed if there is any damage, discolouration odour or other deterioration caused at the premises let by any pet kept at or visiting the premises let. Premises let should also be professionally cleaner, fumigated, flea bomber and/or deodorised.

Preferred professional cleaner:
Bersih Co (0415 820 212), Ease Cleaning (0430 303 052), & New Boda (03 9563 2204).

OFFICE USE ONLY

Acknowledged by Property Manager	Date