

CHECKLIST UPON VACATING

To ensure the full refund of your bond please follow the check-list of things to be attended to prior to vacating:

- ❑ **KEYS** All keys including garage, storage, letterbox, pool, sauna and card keys are to be returned to the office by 10.00a.m. on the vacating date. This will avoid another full days rent being charged.
- ❑ **WALLS** Remove any marks.
- ❑ **LIGHTS** All fittings are to be cleaned and non working bulbs are to be replaced.
- ❑ **FLOORS** are to be swept and mopped and skirting boards are to be cleaned.
- ❑ **CARPETS** are to be steam cleaned professionally and the receipt produced.
- ❑ We recommend : **CHEMDRY ULTRA 1800 017 925**
- ❑ **EXHAUST FANS** and filters are to be removed and cleaned.
- ❑ **AIR VENTS** are to be cleaned.
- ❑ **VENETIANS AND VERTICAL BLINDS** are to be cleaned (dusted or washed as needed).
- ❑ **WINDOWS, SILLS AND WINDOW TRACKS** are to be cleaned thoroughly.
- ❑ **FLYSCREENS** are to be cleaned thoroughly.
- ❑ **CUPBOARDS.** Inside and out is to be left clean and all personal items are to be removed at the time of termination of lease.
- ❑ **DRAPES** are to be freed or dust washed or dry-cleaned, as the fabric requires.
- ❑ **COBWEBS** are to be removed both inside and out.
- ❑ **LAWNS** are to be mowed, edges trimmed, flowerbeds or pebbled areas are to be weeded.
- ❑ **BATHROOM, TOILETS, SHOWER RECESS.** Thoroughly clean down all walls, floors, cabinets, cupboards, toilet, pedestals, basin and tiles. Clean soap residue and mildew from shower screens, tiles, grouting and shower curtains.
- ❑ **DRIVEWAYS, CARPORTS, CONCRETE AREAS** are to be free from oil and grease stains.
- ❑ **FURNITURE** and upholstery is to be left in a clean condition.
- ❑ **INVENTORY.** All items are to be accounted for.
- ❑ **PLUGS** for baths, basins, sinks and wash troughs are to be replaced if missing.
- ❑ **DOOR LOCKS,** insect screens and doors are to be repaired if damaged.
- ❑ **DOOR.** Top, edges, front and back, are to be cleaned thoroughly.
- ❑ **FLEA FUNIGATION** is to be done if pets have been allowed.
- ❑ **STOVE** stove top, griller, drip-tray and oven are to be thoroughly cleaned.
- ❑ **REFRIGERATOR** is to be defrosted, cleaned and dried and fridge recess is to be free of marks.
- ❑ **WASHING MACHINE** dryer, dishwasher and vacuum cleaner (if supplied) are to be cleaned.

In the event the property is not cleaned satisfactorily and or we are not satisfied with the condition of the property, professional cleaners will automatically be called.

RENT MUST BE PAID TO THE DATE OF VACATING - THE BOND MONEY CANNOT BE USED AS RENT.

Would you please ensure that all of the above items have been attended to before you return the keys to ensure the expedient return of your bond.