

## Final Inspection Guide and Cleaning List

The following guide has been prepared to assist you when vacating the property you have been renting through **Elders Everton Park**, to ensure your bond is refunded without any avoidable deductions. We cannot inspect the property until you have removed all belongings and keys have been returned.

***We ask that, when handing back your property on your vacate date, that you:***

- Return all keys, letterbox keys – especially if you have changed any locks.
- Arrange disconnection of your telephone, electricity and gas supply.
- Re-direct mail to your new address
- Supply Elders with your forwarding address for your bond refund or any mail that may come through to the next tenants

***Helpful hints to ensure a full bond refund:***

- Ensure all rent is paid up to your vacate date. This will prohibit any claim on your bond for unnecessary final rent payments.
- Ensure all gardens are tidy and freshly mown. It can be beneficial to arrange one week prior to your vacate date, one of Elders preferred gardeners to do a last tidy up on your last day.
- Make sure all bond holders are available to sign the bond refund form once the vacate inspection is complete. If one of the bond holders will not be available to sign the refund of bond form this can put a hold on your refund.
- Ensure the property is fully cleaned as per your entry condition report.

**To assist in a trouble free vacate, Elders has a preferred cleaner that is very cost effective, and also guarantees all work. If Elders isn't happy with the clean done, our cleaners will go back free of charge to rectify this for you. Our gardeners also come highly recommended for a vacate yard tidy up.**

### **CLEANING:**

*CITYWIDE CLEANING - CHARLIE 0414 448 020 / CHERYL 0409 766 542*

### **GARDENING:**

*THE GROUNDSMEN HOME & GARDEN TEAM - BRAD 0432 887 026*

**If you wish to clean yourself, please use this checklist as a reference when cleaning prior to vacating the premises.**

***Our office requires the following receipts when handing in keys***

- Carpets to be cleaned by a registered carpet cleaner
- Fumigation for fleas to be carried out by a registered pest control company internally & externally if a pet was kept at the premises

### **GENERAL**

- All windows, sliding doors, window tracks, sliding door tracks cleaned
- All flyscreens to be wiped over
- All front, back & internal doors cleaned free of marks
- Sweep & mop all floors removing any marks- except carpet
- All light fittings covers cleaned & remove any dead bugs or cobwebs in fittings
- All walls & light switches and skirting boards to be cleaned thoroughly

- Clean all window sills
- All curtains & blinds to be cleaned, washed or wiped over
- Ceiling fans as required
- Air conditioning filters

#### ***KITCHEN***

- All cupboards inside & out including cutlery drawer bases and especially pot cupboards where black marks to be cleaned & marks removed
- Oven & stove tops cleaned inside & out, remembering the glass part of the oven door, no grease to remain on any surface
- Rangehood - remembering to clean the filter (can be removed) no grease to remain on any surface
- Exhaust fans & filters to be cleaned and washed (filter can be removed)
- Kitchen sink to be cleaned ensure drain holes cleaned

#### ***BATHROOM***

- Cupboards cleaned inside & out & wiped of any marks
- Shower screens & soap dishes to be free of soap scum, build up
- Bath, shower & toilet to be thoroughly cleaned
- Mirrors cleaned
- Shower curtain washed with bleach or replaced if applicable

#### ***LAUNDRY***

- Clean tub so it's free of marks

#### ***GARAGE***

- Sweep out & remove any oil residue from concrete

#### ***WHEELIE BINS***

- Put rubbish bins out before you leave

#### ***YARD***

- Mowed, weeding, edging & general tidy up of gardens

#### ***REMOVAL OF ITEMS***

- Ensure no items left in garden sheds, garages or yards or inside premises which is not noted on the entry condition report, eg: mattress left in garage will be removed at your expense if not removed prior to keys being handed in

#### ***COMMONLY MISSED ITEMS***

- \* Venetians Blinds are free of dust and wiped over
- \* Curtains washed
- \* Range hood and Ovens free of grease and filters cleaned
- \* Walls wiped over free of marks remaining
- \* Shower glass soap scum
- \* Items left in garage

Completing all the above will endeavour to make the vacate process a smooth & uncomplicated experience for both parties. Please contact our office on 3355 5444 should you have any queries regarding the above.