

HOW TO GET YOUR BOND BACK – Vacate Checklist

As with all tenancies, a critical Final Inspection is carried out on your rental property following your departure, and it is therefore very important that the property be left in a clean condition.

Please note that where it is necessary for repeat inspections to be made to properties where work has not been attended to by the tenants or there has been a delay in the work attributable to the tenant, a **DAILY RENT WILL BE CHARGED** until the work is completed.

You need to advise the Power and Water Authority to take a **final read** of the electricity 24 hours after your inspection date. This is to allow for a check of all electrical appliances and confirmation that lights are in working condition. Telephone may be disconnected on the day of your departure. *Please have a final read of the electricity, and not disconnection of the power supply.*

Please ensure ALL keys are returned to the office of Venture Housing Company Ltd by 5:00 pm (Mon - Fri) on the date of your departure. Any keys not returned on or prior to the date of departure will result in additional rent being charged and incur the cost of changing locks and issuing new keys.

To ensure a Final Inspection and prompt return of your Security Deposit please use the following as a guide to cleaning your Rental Property.

If you wish to have the property professionally cleaned we recommend White Glove Property Services - 0405 652 200

Particular attention should be given to the following:

- Stoves thoroughly cleaned with an oven cleaner. Please clean back, kickboard, control panel and side (exterior) of stove as well as the interior. Completed
- Clothes Dryer (If supplied) - both interior and exterior to be cleaned thoroughly. Including filters. Completed
- Exhaust Fans, Air Vents and Ceiling Fans - Please clean thoroughly. Note top of ceiling fans. Completed
- Bathrooms & Toilets - Tiles to be free of dirt and soap residue. Grouting should be scrubbed and free of mildew. Shower screens - glass panels should be free of soap residue and should be crystal clean. Shower Curtains - To be washed and free of mildew and rehung. Toilets to be clean inside and outside and ensure all stains are removed. Completed
- Walls - to be free of all marks (including hand prints and blu tac) please note the areas around light switches and door handles Completed
- Blinds are to be *hand* washed/dry-cleaned as applicable (check washing instructions), and rehung. If you have any queries on the condition of the curtains, please contact your Property Manager **before** attesting to clean them. Rods, tracks and pelmets to be cleaned also. Completed
Blinds are not to be put in a washing machine

- Floors, including skirtings and grout, to be cleaned - Stains, marks and dust to be removed. Completed
- Doors - grubby marks around handles and door jams to be cleaned. Interior and Exterior to be wiped clean Completed
- Flyscreen Doors and Window Screens - Clean and ensure they are dust free. Check there are no additional holes to mesh - if so -mesh will require replacing prior to the Final Inspection. Completed
- Windows and window tracks/runners - Must all be clean - in and out. Please ensure that glass is left streak free, and tracks free of dirt, dust & bugs (an old toothbrush will assist in cleaning tracks) Completed
- Clean Airconditioners including front panel/grill, controls and filters. Please also wipe dust from the vents and top of the air conditioner. Completed
- Remove all cobwebs - inside and outside. Completed
- Lights, Fan Controls and Power Point Outlets - Should all be clean. Please check that the wall surrounding the aforementioned is left clean also, this is generally a grubby area. Completed
- Light fittings and covers - to be cleaned and left in working order. Replace blown globes if required. Completed
- Driveways, carports, concrete and paved areas to be free from oil, grease and mould. Please ensure they are swept clean of all leaves also. Master Blaster can assist in pressure cleaning - 0411 860 414 Completed
- Mow lawns, trim edges, general weeding and removal of garden refuse/fronds/vines. Replace/Repair any damaged reticulation and sprinkler tops - if applicable. Completed
- All rubbish is to be removed from the property and the Wheelie bins are to be left clean Completed

If you have any queries on the above - please contact your property manager **PRIOR** to the final inspection.

Remember, you will be charged daily rent up until the property is returned to us in an accepted condition.