

## VACATING CHECKLIST – BOND INSPECTION

As part of our management responsibilities we will conduct a Final Inspection at the end of your lease. To ensure that your Bond is returned in full we recommend that you use the following information as a guide to assist you in preparing for the Final Bond Inspection.

We suggest you refer to your Ingoing Property Condition Report to ensure that the property has been left in the same condition as per the commencement of your lease.

### Interior

Flooring	-	Vacuumed, mopped, free of dirt, clean grout
Carpet/Rugs	-	Vacuumed and Professionally Steam Cleaned
Walls	-	Free of grubby marks and cobwebs
	-	Any chips or damage to be repaired/repainted
Windows/Flyscreens	-	Clean glass, tracks, repair damaged fly mesh
Doors and Door Frames	-	Free of grubby marks and dust
Skirting, window sills	-	Wiped clean and free of dust and marks
Ceilings and Cornices	-	Free of fly marks and cobwebs
Ceiling and Extractor Fans	-	Clean blades and exhaust grill covers
Smoke Alarms	-	Remove fly marks
Light Fittings	-	Remove dust and all globes to be working
Power Points	-	Remove grubby marks
Built in Cupboards and shelving	-	Doors and shelving to be wiped clean
Curtains and Blinds	-	Curtains to be cleaned blinds free of dust
Stove, Oven, Griller, Hotplate	-	Cleaned inside and out including metal racks
Sink, bench top	-	Wiped clean and free of food deposits
Bath, basin, shower, screen, mirror	-	Free of mould, soap build up and calcium
Toilet pan, seat, lid and cistern	-	Cleaned inside and out and free of stains
Laundry trough	-	Wiped clean
Furniture (furnished properties)	-	All items must be clean and in good repair
Appliances (furnished properties)	-	All items must be clean and in good repair

### Exterior

Garage and or Carport	-	Swept clean and free of cobwebs
	-	Remotes to be in good working order
Gardens and Lawns	-	Mowed and edged and free of weeds
	-	Dead plants to be replaced
Reticulation	-	Sprinklers to be in working order
Driveway, paths, courtyard	-	Swept and free of weeds and grease
Pool /Spa (if applicable)	-	Clean and clear, equipment to be working
Pest Control	-	Arrange for fumigation as per your lease

### General

1. Ensure that you have arranged for the disconnection and finalisation of the utility accounts.
2. Arrange for your mail to be re-directed and advise us of your forwarding address.
3. Return ALL keys to our office by 5pm on the last day of your lease.