

# SPEED UP THE BOND REFUND PROCESS

## PROPERTY VACATE CHECKLIST

To help process your Bond refund faster use this checklist as a guide for cleaning and repairs around the property.

Tick off each section as you go.

Refer to your Entry Condition Report as a guide to the state of the property when you moved in.

### FRONT GARDENS/DRIVEWAY/GARAGE/ CARPORT

- Lawns mowed
- Gardens trimmed and weeded
- Driveways swept and cleaned
- Carport emptied and cleaned
- Garage emptied and cleaned
- External lights working and cleaned

### EXTERNAL FRONT PORCH/ENTRY

- Porch, steps and ceilings cleaned
- Lights and light switches cleaned
- Light bulbs working
- Front door and screen door cleaned

### INTERNAL FRONT ENTRY

- Front door and trims cleaned
- Light and lights switches cleaned
- Light bulbs working
- Window coverings (curtains, blinds, verticals, shutters) cleaned
- Windows and tracks cleaned
- Walls to be cleaned

### LIVING/RUMPUS AREAS

- Light and lights switches cleaned
- Light bulbs working
- Window coverings (curtains, blinds, verticals, shutters) cleaned
- Windows and tracks cleaned
- Ceilings, floor and skirting cleaned
- Air conditioning/fans cleaned
- Doors and door handles cleaned

### DINING AREAS

- Light and lights switches cleaned
- Light bulbs working
- Doors and door handles cleaned
- Window coverings (curtains, blinds, verticals, shutters) cleaned
- Windows and tracks cleaned
- Ceilings, floors and skirting cleaned
- Walls to be cleaned
- Air conditioning/fans cleaned

### BATHROOMS/ENSUITES

- Lights and light switches cleaned
- Light bulbs working
- Windows coverings (curtains, blinds, verticals, shutters) cleaned
- Windows and tracks cleaned
- Doors and door handles cleaned
- Ceilings, floors and skirting cleaned
- Fans cleaned
- Tiled areas cleaned
- Shower and shower taps cleaned
- Shower surrounds cleaned
- Bath, taps and plugs cleaned
- Vanity internal and external
- Vanity sink, taps and plugs cleaned
- Mirrors to be cleaned
- Toilet internal and external cleaned
- Rails cleaned
- Drains cleaned
- Walls to be cleaned

## **KITCHENS/BAR KITCHENS/BBQ AREA KITCHENS**

Lights and light switches cleaned  
Light bulbs working  
Window coverings (curtains, blinds, verticals, shutters) cleaned  
Doors and door handles cleaned  
Ceilings, floors and skirting cleaned  
Fans and range-hood cleaned  
Tiled areas and splash-backs cleaned  
Bench-tops and cook-tops cleaned  
Cupboards cleaned externally  
Cupboards cleaned internally  
Walls to be cleaned  
Sinks, taps and plugs cleaned  
Fridge space cleaned  
Ovens/microwaves cleaned  
Toilet internal and external cleaned  
Rails cleaned  
Drains cleaned

## **LAUNDRY**

Lights and light switches cleaned  
Light bulbs working  
Window coverings (curtains, blinds, verticals, shutters) cleaned  
Doors and door handles cleaned  
Sinks, plugs and taps cleaned  
Floors and tiled areas cleaned  
Ceilings and cupboards cleaned  
Walls to be cleaned

## **EXTERNAL AREAS**

Back porch and steps cleaned  
External lights cleaned  
Light bulbs working  
Doors and door handles cleaned  
Windows and window screens  
Paths paved areas cleaned  
Lawns mowed  
Gardens weeded and trimmed  
Rubbish and loose items removed  
Property bins emptied

### **ITEMS TO ACTION BEFORE VACATE:**

1. Redirect all mail
2. Collate your keys/remotes and return to agency – note: rent is charged for every day you hold keys after your vacate date. Any additional keys cut have to be returned.
3. Put property bins out for collection
4. Redirect your Utilities
5. Clear letterbox
6. Secure property before vacate