



Bond Refund Checklist

It is always a nice feeling at the end of a tenancy period to be able to return a full bond. This action means that a loss in time due to further cleaning requirements after the lease has finished, not to mention the additional expenses has been avoided.

The following is a helpful checklist that we recommend you refer to prior to your tenancy coming to an end. We recommended that it's in your best interest to ensure the following items are attended to prior to vacating and handing back the keys. This will help avoid the need to call you back or to make deductions from your bond.

General Requirements

- Curtains, Venetians and blinds to be cleaned, washed or dry-cleaned
- Blind strings attached securely
- Insect screens removed carefully and hosed or brushed
- Windows, window sills & tracks vacuumed & cleaned
- Doors, doorframes & tracks cleaned and undamaged
- Wall marks removed with sugar soap or similar product
- Cobwebs removed from ceiling cornices & walls
- Light fittings cleaned and free from insects
- Floors and skirting boards washed
- Ceiling fans free from dust
- Mirrors cleaned (including wardrobe door mirrors)
- Exhaust fans cleaned
- Air conditioners and filters cleaned
- Air vents dusted
- All items on inventory accounted for.

Kitchen

- Oven and griller cleaned and lined with foil. Drip trays to be cleaned of all grease
- Range hood cleaned including filters
- Cupboards cleaned internally, externally including tops
- Sink taps and disposal unit cleaned and polished
- Walls and tiled areas grease free
- Benches and floors cleaned and grease free
- Clean dishwasher internal and external
- Refrigerator defrosted, all surfaces cleaned such as shelves and crisper drawers. Switch appliance off at the wall and leave door ajar

Bathroom & En-suites

- Shower recess scrubbed
- Grouting soap and mildew free
- Shower curtain washed and shower screen cleaned
- Plugholes clean and free from debris
- Mirrors cleaned
- Drawers and cupboards cleaned internally and externally
- Toilet cleaned thoroughly (bowl, lid, seat, cistern and behind the toilet)

Laundry

- Washing machine and clothes dryer filters cleaned
- Clean laundry tub and plughole
- Cupboards cleaned thoroughly internally & externally

Outside

- Lawns mowed and edges trimmed within 2 to 3 days of vacating (All grass clippings/plant off cuts removed from premises)
- Flower beds and pebble areas weeded
- Rubbish removed from gardens or around the property
- All garbage bins emptied and washed clean
- Driveways, carports, garages and concrete areas oil and grease free (no stains)
- Garage floor area swept
- Cobwebs removed from outside eaves, awning & ceilings

Pest Control

- If pets kept on the premises then you must have the property professionally pest controlled for fleas inside and out and produce a receipt to our office.

Carpets

- Carpets are to be professionally cleaned and a carpet receipt produced to our office with the return of the keys. Please note: If you choose not to use our offices' recommended carpet cleaners you could be liable to have the carpets re-cleaned should they not meet our standard of cleanliness.

Damage

- Damage that occurs due to the tenants' neglect must be rectified at the tenants cost.

Important

- Contact Energex for final reading of electricity supply
- Disconnect the telephone
- Disconnect any pay TV and broadband connections
- Redirect your mail address – forms at Australia Post.

Remember....

- Rent must be paid up to and including the day all keys are returned to the office.

Further tips on the final inspection:

What does "Clean" and "Fair Wear & Tear" mean?

Carrying out a Final Inspection when tenants vacate the property involves comparing the Entry Condition Report completed at the commencement of the tenancy with the final condition in which the tenants leave the property at the end of their tenancy. Legislation states that the tenant must leave the property in the same condition as it was at the commencement of the tenancy, taking into consideration Fair Wear & Tear. As Property Managers this is a challenge we deal with every time our tenants vacate. Our office has very high expectations and standards when it comes to carrying out the final inspections. It's our expectation that the property is to be left in as near as the same condition as it was at the commencement of each tenancy.

What does Fair Wear & Tear mean? We must first determine if the property has been left clean as we're often told of marks claimed to be "fair wear and tear" but can be cleaned off. The definition of Fair Wear and Tear is: "Minor Signs of usage over a protracted period of time". Areas that are not considered Fair Wear & Tear:

- Holes in fly screens
- Marks/damage to carpets
- Marks/damage to walls which include inside robes
- Marks/damage to drapes
- Dead insects in light fittings
- Dusty/dirty window tracks, door tracks and robe tracks
- Chipped tiles

Our simple policy is this: "If it's clean and undamaged when tenants move in, then we expect it to be in the same condition when they move out."

If you have further questions call the Shape Property Management Team on 07 3899 0903 or email shaperealty@bigpond.com