

## Moving Guide

### KEY MOVING TIPS

- ▶ Please use the cleaning checklist provided below to ensure the property has been thoroughly cleaned & nothing has been missed
- ▶ Arrange carpets to be professionally steam cleaned by a trusted organisation (retain receipt as proof)
- ▶ Ensure all light globes are in working order including the range-hood lights
- ▶ Tidy garden and outdoor arrears and remove any pest waste if applicable
- ▶ Remove all rubbish from property appropriately
- ▶ Disconnect and arrange final readings for all utilities including water
- ▶ Redirect your mail
- ▶ Check all cupboards & draws have no personal items left behind
- ▶ Check any professional cleaning and or carpet cleaning before settling the invoice and returning keys to the office.
- ▶ Return all keys, remotes, swipes and carpet receipt on or before your vacate date

### CAUTION

- ▶ Please be aware of hoax cleaners who may advertise in your mailbox
- ▶ Make sure you use reputable companies for any cleaning and carpet cleaning
- ▶ We recommend to pay the contractor after the work is completed and checked

### RECOMMENDED CLEANER/CARPET CLEANER

- ▶ **Clean To Shine: 1300 456 457**
- ▶ **Bond Retrieval Experts: 9642 0105 / 0403 052 007**

### WHAT TO RETURN TO THE OFFICE

- ▶ All keys, remotes, swipes pertaining to the property on or before your vacate date.
- ▶ **Note:** Rent will be charged up to and including the day that all keys/swipes/remotes are returned to the office
- ▶ Receipt from carpet cleaner and or professional cleaners

### YOUR BOND

- ▶ Our office will conduct a final inspection at the property once keys have been returned
- ▶ We will refer to your returned copy of the condition report or the original that was provided to you at the beginning of the tenancy
- ▶ Should we note any concerns we will contact you to discuss
- ▶ Once satisfied with the final inspection, we will forward you the bond claim form for your signature & bank details
- ▶ The bond form must then be returned to our office so we can authorise your bond claim with the R.T.B.A
- ▶ Your bond will be refunded into your nominated bank account within approx. 7 business days from the time the bond claim has been authorised.

## CLEANING CHECKLIST

### KITCHEN

- Cupboards/drawers to be wiped inside and out
- Bench tops & surface areas cleaned
- Oven, grill, trays & racks cleaned inside & out
- Cook top, burners/elements removal of black marks
- Splash back, tiling and grout cleaned
- Range-hood or exhaust fan cleaned including filters
- Dishwasher inside & out including filter
- Microwave, inside & out
- Fridge/freezer, inside & out, defrost freezer
- Sink, drain & tap wear wiped clean
- Light fittings cleaned and dusted
- Light switches and power points wiped
- Doors, window frames & window sills wiped clean
- Windows, inside & out
- Window furnishings, removal of any dirt and stains
- Walls and skirting boards washed down and wiped
- Sweep, vacuum & mop floors

### OVERALL & THROUGHOUT ALL ROOMS

- Dust & clean all surfaces
- Walls and skirting boards washed down and wiped
- Doors, window frames & window sills cleaned
- Windows, inside & out
- Window furnishings, removal of any dirt and stains
- Clean mirrors
- Light fittings, light switches and power points
- Exhaust fans & ceiling fans
- Wipe outside of air conditioning units, clean filters
- Cupboards/wardrobes cleaned & removal of scuffs
- Sweep, vacuum & mop floors

### BATHROOM/S

- Sink, tap wear, drain and vanity wiped & inside & out of cupboards/draws
- Toilet/s or powder room fully cleaned
- Shower, screen, drain and tap wear- removal of soap scum
- Wash shower curtain
- Mirrors and cabinets inside and out
- Bath, drain and tap wear cleaned and wiped
- Clean tiles & grout throughout
- Remove mould from all surfaces
- Light fittings cleaned and dusted
- Light switches, power points & exhaust fans wiped and cleaned
- All surface areas, towel rails, mirrors & skirting boards
- Doors, window frames & window sills cleaned
- Windows, inside & out
- Window furnishings, removal of any dirt and stains
- Walls and skirting boards washed down and wiped
- Sweep, vacuum and mop all floors

### OUT DOOR AREAS

- Removal of cobwebs
- Sweep external areas
- Mow grass, weed and trim garden beds
- Remove any pet waste if applicable
- Clean out any leaves or debris in the pool including skimmer box
- Empty and wash out council bins
- Remove any oil stains on driveway or in garage
- Clear out shed/garage of debris and any personal items

### GENERAL

- Ensure all smoke alarms are in working order & change battery if required
- Replace any blown light globes
- Remove all personal belongings throughout property
- Report any maintenance items to your property manager