



FINAL INSPECTION GUIDE TO TENANT CLEANING – BOND SAVER!

To avoid cleaning charges and unnecessary deductions from your bond, it would be in your best interest to ensure that following items are attended to, before returning the keys/vacating the property.

DAMAGE

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

GENERAL – ALL ROOMS

- All exhaust fans throughout the property to be cleaned
- Air vents to be dusted
- Venetians to be washed thoroughly (if applicable)
- Flyscreens to be removed carefully and hosed or brushed to remove dirt/dust (if applicable)
- Windows and windowsills to be cleaned thoroughly
- Doors and doorframes to be left clean and undamaged
- Marks to be removed from walls with sugar soap or eucalyptus oil.
- Cobwebs to be removed from ceiling cornices & walls
- All light fittings to be cleaned and free from insects
- All globes must be in working condition.
- All floors and skirting boards to be free of dust.
- All ceiling fans throughout to be free from dust (if applicable)
- Clean all mirrors throughout including wardrobe door mirrors (if applicable)
- Drapes to be washed or dry-cleaned according to fabric (if applicable)
- All vertical/ holland blinds to be wiped down on both sides.
- All vertical strings to be attached and secure
- All items on inventory to be accounted for (if applicable)

KITCHEN

- The oven and griller is to be cleaned. Drip trays to be cleaned of all grease
- Range hood to be cleaned including the filters (where applicable)
- All cupboards to be cleaned inside and out
- Sink taps and disposal unit (if applicable) to be cleaned
- Walls and tiled areas to be free from grease
- All benches and floors to be cleaned and free from grease. The dishwasher is to be left clean. Wipe over internal door and remove debris from bottom drainer.
- Refrigerator to be defrosted and all surfaces to be cleaned, including shelves and crisper drawers, switch appliance off at wall and leave door ajar (if applicable)

BATHROOM

- Shower, including the screen to be scrubbed free from soap scum
- Grouting to be free of all soap residue or mildew
- Shower curtain (if applicable) to be washed and shower screen to be cleaned
- All plugholes are to be clean and free from debris
- Mirrors to be wiped over
- All drawers and cupboards to be cleaned
- Toilet to be cleaned thoroughly, including bowl, seat & cistern

Corporate

Building i85, 21 Hall Street,
Port Melbourne VIC 3207

ABN 41 550 183 513

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Narre Warren

Suite 5, 26-28 Verdun Drive,
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Branch Office





LAUNDRY

- Washing machine and clothes dryer filter to be cleaned out
- Clean under laundry tub and clean plughole
- Cupboards to be cleaned thoroughly inside and out

CARPETS

- Carpets are to be professionally cleaned if soiled or marked 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 cleaner you could be liable to have the carpets re-cleaned should they not meet our standard of cleanliness.

OUTSIDE AREAS

- Lawns to be mowed and edges trimmed within 2 days of vacating (if applicable)
(DO NOT dump grass clippings or tree off cuts in garden beds or behind sheds)
- Flower beds and pebble areas to be weeded (if applicable)
- No rubbish to be left in the gardens or around the property (if applicable)
- **All garbage bins to be emptied and washed cleaned- no household effects to be left for collection beside other bins. If rubbish removal is needed please contact the local council for options PRIOR TO VACATE DATE.**
- Driveways, carports, garages and any concrete areas to be free from oil and grease stains
- Garage floor area to be swept and cobwebs removed
- Cobwebs to be removed from outside eaves, awning & ceilings (where applicable)
- Pool and spa to be cleaned, vacuumed and at the correct pH factor (if applicable)
- Pool equipment to be in accordance with in-going inventory and for security reasons must be stored in the garage, at the time of vacating (if applicable)

PEST CONTROL

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

IMPORTANT NOTE

- DISCONNECT THE POWER / ELECTRICITY (ONLY ONCE VACATE IS COMPLETE AND YOUR PROPERTY MANAGER GIVES THE GO AHEAD).
- IF POWER IS NEEDED TO RECTIFY DAMAGES OR RE-CLEANING, TENANT WILL BE LIABLE FOR THIS COST.
- DISCONNECT THE TELEPHONE
- REDIRECT MAIL TO YOUR NEW ADDRESS AT LEAST 7 DAYS PRIOR TO YOUR VACATE DATE

RENT IS PAYABLE BY THE TENANT UNTIL ALL KEYS ARE RETURNED TO THE OFFICE

“The above cleaning is a guide only and additional cleaning may be required!”

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