



*coast2country*

**Property Services**

Dear Tenant

### **HOW TO ENSURE YOUR BOND IS REFUNDED PROMPTLY**

To ensure you get your bond refunded promptly avoiding unnecessary delays, we have printed a detailed cleaning guide to assist you when vacating. By adhering to the guidelines you will understand our expectations and avoid misunderstandings and possible delays with the refund of your bond.

Your keys must be returned, along with any cleaning receipts, your forwarding address and contact phone numbers, to us during business hours on the day nominated as your vacating day. Rent will be charged for every day that the keys have not been returned and the property not ready for occupation.

Please note that rent is payable up to and including the date of vacating, it is a requirement of the Residential Tenancies Act that you do not fail to pay rent with the assumption that it be deducted from the bond.

To be considered ready for inspection, the property must be clean without any personal belongings or rubbish. Please note that the carpets must be steam cleaned by professional carpet cleaners, if requested by your Property Manager, and the receipt must be provided (Info on a carpet cleaner or recommended cleaners are on our website: <https://www.coast2countrysa.com.au/links> If the property is rented furnished, all items must be cleaned and returned to their original positions. Should the property require further cleaning to be carried out after inspection, we will engage cleaners and the cost will be your responsibility.

Please remember to also ensure that the gardens and lawn are tidy, weed free and mowed.

Under the Residential Tenancies Act, prior to vacating you are required to allow reasonable access to the property for viewing by prospective tenants. Should this be required, we will contact you to make suitable arrangements and we thank you in advance for your cooperation.

If you have any questions, please do not hesitate to contact your Property Manager.

# **CLEANING GUIDE FOR FINAL INSPECTION**

**NAME:**

**PROPERTY:**

**FORWARDING ADDRESS:**

**CONTACT NUMBER:**

**SEPARATE KEYS RETURN:**

		<b>ROOMS</b>													
<b>AREAS as applicable</b>	<b>WHAT TO DO</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>S</b>	<b>L</b>	<b>D</b>	<b>F</b>	<b>G</b>	<b>K</b>	<b>E</b>	<b>B</b>	<b>P</b>	<b>G</b>
<i>WALLS</i> - Skirting Ceilings Doors Cupboards	Wash & Remove All Marks Clean & Wipe Mirror Doors Clean & Wipe Glass Doors Clean and Wipe inside and out														
<i>LIGHT FITTINGS &amp; POWER POINTS</i>	Wipe & Replace Blown Bulbs Clean Light Shades & Remove Insects														
<i>WINDOWS</i> - Blinds Curtains Glass Screens Sills	Wipe off dust & marks Wash and hang back up Inside & outside if possible Remove & Wash Vacuum & Wash														
<i>FLOORS</i> – Carpets Tiles Timber Vinyl	Arrange for professional steam cleaning Wash & Wipe to Remove Marks Wash & Wipe to Remove Marks Wash &~Wipe to Remove Marks														
<i>FURNITURE</i> - Robes Uphold Linen	Wipe Shelves Remove marks Wash														
<i>STOVE</i> - Oven & trays Grill <i>BURNERS/HOTPLATES</i> <i>EXHAUST FANS</i> <i>RANGEHOOD</i>	Scrub & Clean Behind Stove Scrub Scrub Remove & Scrub Filter Scrub (Replace Light Bulb if Necessary)														
<i>REFRIGERATOR / FREEZER</i> <i>DISHWASHER</i> – If applicable	Wash inside & outside Clean Behind, Around Door & Sides (Leave Open) Flush with Dishwasher Purpose Cleaner														
<i>GARBAGE DISPOSAL &amp; SINKS</i>	Scrub Well & Disinfect														
<i>CUPBOARDS &amp; DRAWERS</i> <i>BENCHTOPS</i>	Wipe Inside & Outside Wash & Clean with Disinfectant														
<i>BATHROOMS/ENSUITE</i> <i>SHOWER &amp; BATH/SCREENS</i> <i>TOILET</i> <i>MIRRORS/CABINETS/BASIN</i> <i>EXHAUST FANS</i>	Scrub tiles & grouting – Disinfect Entire Room Scrub with Disinfectant Scrub & Disinfect Wash & Wipeout, Scrub Around Taps etc. Clean Vent (Replace Light Bulbs if Necessary)														
<i>LAUNDRY</i> <i>WASHING MACHINE, DRYER &amp; TUB</i>	Clean Filter, Remove Lint, Wipe Outside, Under & Around Lids, Clean Behind & Scrub Where Necessary.														
<i>GENERAL</i> – <i>GARAGE</i> <i>POOL</i> <i>PATIO &amp; COURTYARD</i> <i>LAWNS &amp; GARDENS</i> <i>RUBBISH BINS</i>	Remove Marks from Walls Remove Oil Stains & Sweep Out Vacuum & Clean Filter, Correct pH Levels Weed, Sweep & Hose (if Permitted) Mow, Weed, Rake & Remove Clippings & Cuttings Remove Rubbish, Disinfect and Hose Out (if Permitted)														

