

How to get my Bond Back.....

We have put together some information and checks that you can use to ensure nothing is missed so that we can proceed in refunding your bond as quickly as possible upon vacating.

I have:

Provided my property manager with my forwarding address (if I have found a new home)

Given my bank details for the bond refund to my Property Manager in writing

Looked over my Ingoing Condition Report (or requested a copy if lost)

Advised my Property Manager of any possible issues regarding the condition of the property

Booked in a pre-vacate inspection with my Property Manager

Organised my removalists or arranged assistance with moving

Ensured my rental payments are up to date and paid to my vacating date

Booked in the final vacating inspection with my Property Manager

Arranged handover on or before the vacate date if I cannot attend the final inspection

Followed the cleaning guidelines overleaf or arranged a cleaner

Arranged to bring a couple of cleaning items with me to the final inspection in case I have accidentally missed anything

Handed back **all keys**, security devices, letterbox keys and garage buzzers as provided to me upon moving in as per my signed Key Sheet

Arranged closure/redirection of my utility accounts – *connection utility service i.e. Direct Connect referral*

Organised redirection of mailing addresses

Attended to any issues that were raised at the final inspection

Given the Property Manager the best contact details to reach me in regards to finalising the bond refund

Vacating Cleaning Guidelines

Please use this handy checklist to ensure you or the cleaners you have employed have checked off all of the areas your property manager will be looking over upon the final inspection.

Halls and Bedrooms

Windows

Inside all Cupboards

Walls & Floors

Lights/Fan/Switches

Blinds/Curtains

Skirtings

Built in Wardrobes

Door

Kitchen

Walls & Floors

Inside all Cupboards

Lights/Fans/Switches

Stove/Oven/Rangehood

Sink

Dishwasher

Microwave/Fridge

Skirtings/Splashbacks

Windows

Door

Bathrooms

Walls/Tiles

Floors/Drains

Lights/Fans/Switches

Shower/Bath

Mirrors

Vanity/Cupboards

Doors/Windows

Inside all Cupboards

Laundry

Walls

Floors/Drains

Behind Appliances

Appliances

Lights/Fan/Switches

Doors

Sink

Inside all Cupboards

Living Areas

Windows

Air Cond Vents

Walls/Floors

Lights/Fan/Switches

Blinds/Curtains

Skirtings

Lights/Fittings

Fireplaces/Mantels

Inside Cupboards

Door

External

Garage/Carspace

Bins

Courtyard/Balcony

Lights/Fittings

Pathways

Pool/Pool Yard



Gardens/Lawns

Letterbox

Railings

Back Door/Slidings

Front Door

Pool Equipment Present



EXTRA TIPS

All Tenant goods and garbage to be removed from property

Organise Pest Spray if pets at property

If a pet has been present at the premises, any faeces should be removed, bare spots on grass and holes recovered and any damage done to doors, screens etc. repaired.

Do NOT turn MAIN power off at meter box

If you do switch off Hot Water System please inform Property Manager

If Property is alarmed please inform Property Manager of alarm code

Ensure property is secure when leaving – do not leave any windows open

Arrangements should be made for disconnection of services such as Gas, Electricity and Phone