

## A “GUIDE” on how to get your bond back in FULL!

Please ensure the following matters are attended to prior to the termination of your tenancy.










1. **KEYS AND REMOTES** – must be returned to our office on or before your vacating date. RENT WILL BE CHARGED UNTIL ALL KEYS AND REMOTES ARE RETURNED.
2. **INVENTORY AND CONDITION REPORT** – check to ensure that all is as it was when you moved into the property
3. **REPAIRS, MOWING, WEEDING, EDGING AND RUBBISH REMOVAL** – all must be carried out prior to the keys being handed in. If you require assistance with any repairs that need to be carried out, please refer to the “preferred tradesman list” provided.
4. **CLEANING** – check that the property is cleaned in accordance with the in-going condition report and follow attached cleaning guide to ensure that no deductions are made from the bond for cleaning. If you choose to have the property professionally cleaned, please refer to the attached list.
5. **CARPET CLEANING** – it is your responsibility to arrange for the carpets to be cleaned as per your entry condition report prior to vacating. A recommended list of carpet cleaners is also provided.
6. **BINS** – are to be emptied and washed out prior to you handing back keys. If they are left full you may incur a cost to have these emptied and washed out. If the bins have been left on the nature strip for a length of time and they are damaged or stolen you will also be responsible for the replacement of them.
7. **PEST CONTROL** – if cats, dogs or birds were present on the premises, a flea and tick control or lice control must be done (both internally and externally). Please bear in mind that you are still obliged to do this even if the pet is no longer living at the property. **A receipt must be provided to our office.** Please refer to the attached list.
8. **CURTAINS AND BLINDS (THIS INCLUDES VERTICALS AND VENETIANS)** – if your lease states that you are to have these items professionally cleaned you must use the services of a professional and **a receipt is to be provided to our office. Please note: you will find that most carpet cleaners are also able to clean your curtains and blinds.**
9. **UTILITIES – ELECTRICITY, TELEPHONE AND GAS** – all must be disconnected and all mail redirected FOR YOUR OWN BENEFIT.
10. **LIGHT GLOBES AND FLUROS** – all bulbs/fluros are to be in working order upon vacate. If there are any lights that are not working it is the tenants responsibility to have these replaced.
11. **POOLS** – a chemical report from a professional pool company will be required if you have a pool, if your pool is serviced monthly, just ask the company to do this up for you.
12. **SPRINKLER/IRRIGATION SYSTEM** – ensure all sprinkler heads are working and undamaged, if there are any leaks, report to [maintenance@lynham.com.au](mailto:maintenance@lynham.com.au) – ensure the sprinkler system is **turned ON and set to turn on at regular intervals**

**VACATE INSPECTION:** Once all keys, remotes etc have been returned a vacate inspection will be performed on the property. Whilst ever effort will be made by your Property Manager to attend to the vacate inspection as soon as possible, there may be some instances where there will be a delay of either 2 – 3 days. This will depend on your Property Managers schedule and we ask for patience in this matter.

**BOND REFUND** – once the vacate inspection is carried out, all rent is paid up to date and all is in satisfactory order, the bond will be refunded. Please provide bank account details for a direct credit to your account.


## GENERAL CLEANING GUIDE

### Generally













-  Clean walls and skirting free from marks
-  Clean doors, both fronts and back and around door handles
-  Clean all windows, window tracks and window sills
-  Clean/wash down all security/fly screens
-  Clean around all light fittings, remove light covers and wash out and re-fit
-  Clean all ceiling fans
-  Clean all air conditioner filters and covers
-  Light switches and covers
-  Sweep and mop all floors, remove marks

PLEASE NOTE: if you have **carpets** in any of these areas, they **MUST** be cleaned by a professional and a receipt to be provided to our office, either prior to the inspection or on the inspection day











### Lounge / Dining / Family Rooms

-  All cleaning as above








### Kitchen

-  Outside all cupboards and doors
-  On the tops of all cupboards
-  Bench tops and tiles
-  Sink/s and drains
-  Stove top to be cleaned and free from grime
-  Oven / griller to be cleaned
-  Rangehood and filter (filters can be removed for easy cleaning). Lights on rangehood to be working, you may need to replace these upon vacating
-  Walls and skirting boards
-  Doors (front and back), around door handles
-  Windows, window tracks and window sills
-  Light switches, covers, fans and ceiling exhaust fans
-  Sweep and mop floors

### Bathroom

-  Mould to be removed from shower recess
-  Shower screen to be cleaned and free from soap scum
-  Vanity – basin, drain, bench top and inside/outside cupboard doors
-  Mirror/s
-  Walls, skirting boards and tiles
-  Doors (front and back), around door handles
-  Windows, window tracks and window sills
-  Light switches and covers
-  Sweep and mop floors
-  Wipe over toilet cistern, seat, pan and base

### Outside the premises

-  Lawns - whipper snip, mow, and remove all rubbish.
-  Gardens - remove weeds, built up leaves and trim overgrown areas. Do not put grass clippings in garden beds.
-  Paved/cemented areas - sweep and hose entire area. Ensure to remove all stains/marks.
-  Sheds - sweep and hose entire area. Be sure to remove all rubbish and personal belongings.
-  Carport / Garage - sweep and hose entire area including driveway. Remove all grease and oil spills.
-  Damages / repairs - ensure all repairs are carried out prior to handing in keys to our office.
-  Sprinklers/Irrigation – any damages to the sprinkler system due to pets or neglect will need to be repaired by you, and the sprinkler system will need to be turned on and set to turn on at regular intervals

## **RECOMMENDED TRADESPEOPLE**

### **Cleaning**

1. Kites Cleaning Service - 0417 634 676 / 47755051
2. JR Cleaning – Jenny - 0409 652 872
3. Detail 2 the eye cleaning- 0421 186 358

### **Carpet Cleaning**

1. Magic Carpet Clean – 47747555
2. JCH Carpet cleaning- 0404 844 344

### **Pest Control**

1. ATAC Pest Control – 4779 9767
2. Amalgamated Pest Control - 4779 3955

### **Repairs, Lawn and Garden Maintenance**

1. A1 Lawn Care & Home Maintenance 0429384493 (Steve)

### **Pool Servicing**

1. Willows Pool Shop - 47230331
2. Twin Cities Pool Supplies – 47211245

### **Venetian / Vertical Blinds**

1. Amazing Clean – 4772 5700 (Ultra Sonic Cleaning)
2. JCH Carpet Cleaning- 0404 844 344

### **Irrigation system repairs**

1. Atomic Irrigation Services - 0408 593 851 - Daniel