

VACATING & FINAL INSPECTION GUIDE

(Please also refer to Property Condition Report from the start of the Lease)

The following information has been prepared to assist you when vacating the property you have been renting through **Jabiru Property Services Ltd.**

Please note that we cannot inspect the property until you have removed all belongings and have either returned the keys or made an appointment with your Property Manager. Any keys given to friends or relatives should also be handed back.

Power to remain ON until Vacate Property Condition Report is accepted (Or it will be reconnected at your cost).

Please note:

- Rent will be charged to the latter of the vacate date or the date the keys are returned.*
- ALL** keys must be returned to this office.

Attendance to the following matters prior to our inspection will save considerable time and prevent unnecessary delays in returning your bond:

1. ALL items damaged during this Lease, to be repaired or replaced.
2. The property is left in a very clean and tidy condition throughout.
3. All cupboards, shelves, drawers and benches to be cleaned.
4. All ceilings, light covers and fans to be cleaned.
5. All air conditioner covers and filters to be cleaned.
6. Walls, skirting boards and ALL doors to be cleaned of all marks, dust or cobwebs.
7. Stove, griller, oven, range hood, exhaust fans, fridge and other white goods to be spotless. (Please refer to "Cleaning tips" at the end of this document)
8. Windows, fly mesh and sills to be cleaned inside and outside where possible.
9. Any furniture, curtains or other items included with the property to be returned to original rooms.

10. Remove mould, cobwebs, and dust from all outside surfaces.
11. All garbage, bottles and rubbish to be removed from the premises and council bins cleaned.
12. The carport and/or storeroom to be cleaned out, free of cobwebs and grease marks removed from car space/garage.
13. Bathrooms to be thoroughly cleaned with all mould and soap scum removed from tiles, grouting and shower screens. Ceiling mould must also be removed. Toilets to be cleaned inside and out.
14. Lawns mowed, edges trimmed, and gardens weeded. (See Special Conditions of your Lease).

PLEASE NOTE THAT RENT IS DUE AND PAYABLE UNTIL ALL KEYS ARE RETURNED.

CLEANING TIPS

- SMOKE DETECTORS:** IT IS THE TENANTS RESPONSIBILITY TO TEST, CLEAN AND MAINTAIN (BY CHANGING A BATTERY WHEN NEEDED) DURING YOUR LEASE. About once a month is a good time to clean your smoke detector/s. A vacuum cleaner, broom or feather duster can be used for this.
- ELECTRIC STOVES ONLY:** slide stove out carefully ensuring not to scratch the floor to clean sides and back, floor to be included, some stoves don't move just clean as much as possible.
- RANGE HOOD:** Remove all grease from filter, light cover, top & sides.
- HOLLAND BLINDS:** wipe down with warm soapy water on damp cloth.
- FLOOR CARE:** (Tiles and Vinyl Tiles/Lino):
 1. Remove loose dirt, sand and other debris with a vacuum cleaner or broom.
 2. Use an old credit card or a plastic putty knife to scrape any sticky residue on the tiles.
 3. Fill a bucket with hot water, a half cup of vinegar and a half tablespoon of dish soap. Don't use too much soap, or the soapy residue will make your floors look dull.
 4. Before you mop, rinse out the mop head under hot running water to remove any debris from last time you used it.
 5. Mop the tile floors with soapy water.
 6. Then remove any soap residue by mopping with plain hot water.
 7. You can allow the floor to air-dry but drying it with a clean cloth or towel will remove even more dirt and prevent water spots.

REMEMBER to wring the mop out before cleaning the floor; DO NOT swamp the floor with water. The floor should be drying off behind you as you are cleaning it.

Important!! Keep methylated spirits and other volatile substances away from the floor i.e. nail polish remover and over cleaners.