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**TENANT HANDOVER CHECKLIST**

Once you have vacated the premises our office will conduct the final inspections in accordance with your initial property condition report. In order to avoid delays in the refund of your bond we advise you to go through the checklist before returning all keys to our office.

**GENERAL- ALL ROOMS**

* Batteries are present is all remotes ( aircon/garage)
* Cobwebs have been removed from ceiling cornices and walls
* All exhaust fans have been cleaned
* All air vents have been dusted
* All light fittings are dust free and contain working bulbs
* All ceiling fans are free of dust
* Marks have been removed from all walls
* Door tracks and frames have been cleaned
* Windows, tracks and window sills have been cleaned
* All floors have been mopped
* All mirrors have been cleaned
* Curtains to be washed if necessary
* Blinds have been cleaned and are dust free

**KITCHEN**

* Inside and out of oven, hotplates and grill have been cleaned and are free from grease including doors and racks
* Range hood and filter to be cleaned and globes in working order
* All cupboards and bench tops to be cleaned inside and out
* Sinks and taps cleaned
* Walls and all tiled areas to free from grease and grout
* Dishwasher to be cleaned inside and out ( if applicable)

**BATHROOM**

* Shower recess to be scrubbed clean
* Grouting to be free from all soap residue or mildew
* Shower curtain ( if applicable) to be washed or shower screen to be cleaned
* All plug holes to be free from all hair and debris
* Toilet to be cleaned thoroughly including bowl, cistern and seat

**LAUNDRY**

* Clean under laundry basin
* Sink and taps to be cleaned
* Cupboards to be cleaned inside and out
* All marks to be removed from washing machine area

**OUTSIDE**

* Lawns to be mowed and edges trimmed ( grass clippings to be removed)
* Garden beds to be weeded
* Hoses to be wound up
* All rubbish to be removed
* All garbage bins to be emptied
* Driveway, carports and garages to be free from oil and grease
* Cobwebs to be removed from eaves and ceilings

**CARPETS**

* **Carpets are to be professionally cleaned and a carpet cleaning receipt provided to the office upon vacating. We recommend Perth Carpet Cleaners who can be contacted on 1300557659**

**PEST CONTROL**

* If pets have been on the property then the property must be fumigated and a receipt provided. If a pet bond was paid this can be taken from your bond. Please contact the office for more information

**IMPORTANT**

* Disconnect Electricity, Gas, Internet and Telephone
* Redirect your mail and update your address

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

**HOW TO GET A FULL BOND REFUND**

Most disputes and problems arise from misunderstandings about bond deductions. To avoid unpleasantness for both parties, it is important that you understand your obligations under the Tenancy Agreement in regard to your bond inspection.

**To avoid deduction for cleaning and/or repairs** you must ensure that the property is returned to us in the same condition as stated on the Property Condition Report. If you are in doubt, please telephone your Property Manager.

The carpet cleaning can be arranged by your Property Manager and the cost be deducted from your bond as set out in your Tenancy Agreement special condition (prior agreement to made with your Property Manager). However, should you arrange yourself, a copy of the contractors invoice **must** be provided to this office without exception.

While we would be happy to allow you to re-visit the property to rectify any fault, sometimes this is not practical. We must re-let the property as soon as possible. If you leave the property unclean or damaged, reletting is hindered thus incurring costs and loss of rent for the Owner.

**Thank you for you co-operation in this matter and should you require any further**

**Information please do not hesitate to contact our office.**