

Thank you for leasing your home through Artation Property Group. Now that you will be vacating, we have prepared a guide to assist in meeting your responsibilities as a lessee under your Tenancy Agreement. As a general condition, the property **MUST** be left in a clean and tidy standard, ready for the next occupants. Strict cleaning standards apply and we ask you to refer to the attached Cleaning Guide. Your Property Manager will inspect the property within 3 working days of the keys being received by our office. As a general guide, allow up to 7 working days to receive your bond refund provided there are no delays.

It is extremely important to ensure that the property is left clean and undamaged (fair wear and tear accepted) when the final inspection is conducted by the Property Manager. Failure to have the property cleaned to standard will delay the bond refund process and you may have to return to the property to rectify items noted by the Property Manager. A second exit inspection will be performed prior to the bond being refunded at a cost of \$25 to the tenant.

We ask that all keys and receipts are handing in out or office unless prior arrangements are made. Please note that if you have a pool or spa on the premises, a report must be obtained from a pool shop to state that the chemicals are balanced.

## CLEANING FOR THE FINAL INSPECTION

**Moving premises can be a very strenuous and stressful task. If you would like us to arrange a full bond clean by a professional cleaner, please contact our office and we can make arrangements with one of our preferred cleaning contractors.**

It may be necessary for us to engage professional cleaners at the tenant's expense if the property is not cleaned to the Property Manager's standard. It is therefore critical that you contact us if you have any queries relating to vacating and required cleanliness.

Please leave the power switched on for the Property Manager's final inspection. We can organise for **Connect Now** to disconnect and also connect your power, telephone etc. free of charge. Please enquire at the office.

## OUR PREFERRED CONTRACTORS

Robyns Cleaning Services	0402 572 846
Pattys Garden Service	0401 198 208
Teresa's Cleaning	0402 505 388
Carpet Cleaning Alligator Carpet Cleaning	5495 7064
Pest Control Power Pest Control	1300 133 243
Electrician Kinsela Electrical	0417 633 388
Plumber Impact Plumbing	0413 690 093
Key cutting North Brisbane Locksmiths	3264 5333
Appliance Repairs Brendale Appliance Wizard	3205 5277
Smoke Alarm Solutions	1300 852 301

## BOND REFUND PROCESS

The refund of bond may take up to 7 days to be finalised. This is because the Property Manager must inspect the property and ensure cleaning and other matters have been attended to accordingly. The quickest way to have the bond refunded is to have all signatories sign the form and lodge it at Australia Post. You will need photo identification. Alternatively, our office will forward the bond refund form to the Residential Tenancies Authority where a refund may take up to 2 weeks.

## RENT

Rent will be calculated and charged on a daily basis until ALL keys have been returned to our office and the property has been vacated to the Property Manager's standard, based on their assessment. If the tenant must return to the property to do further cleaning or maintenance, rent will remain payable up until the property is available to re-let.

## CLEANING CHECKLIST

<b>KITCHEN / DINING</b>		<b>BEDROOM 3</b>		<b>ENSUITE</b>	
Wipe out cupboards		Spot clean walls & roof		Vanity & mirror	
Clean oven, griller, range hood		Remove bugs from lights		Bath & shower screens	
Spot clean walls & roof		Window tracts, screen & glass inside & out		Spot clean walls & roof	
Remove bugs from lights		Wash or dry clean curtains		Remove bugs from lights	
Window tracts, screen & glass inside & out		Ceiling fans		Window tracts, screen & glass inside & out	
Wash or dry clean curtains		Vacuum & arrange professional carpet cleaners		Wash or dry clean curtains	
Clean sink		Inside & out of wardrobes		Inside & out of toilet	
Sweep & mop floors				Sweep & mop floors	
		<b>BEDROOM 4</b>			
<b>LOUNGE ROOMS</b>		Spot clean walls & roof		<b>LAUNDRY</b>	
Spot clean walls & roof		Remove bugs from lights		Laundry tubs & sink	
Remove bugs from lights		Window tracts, screen & glass inside & out		Wipe out linen cupboards	
Window tracts, screen & glass inside & out		Wash or dry clean curtains		Spot clean walls & roof	
Wash or dry clean curtains		Ceiling fans		Remove bugs from lights	
Ceiling fans		Vacuum & arrange professional carpet cleaners		Window tracts, screen & glass inside & out	
Vacuum & arrange professional carpet cleaners		Inside & out of wardrobes		Wash or dry clean curtains	
				Sweep & mop floors	
<b>BEDROOM 1</b>		<b>BATHROOM</b>			
Spot clean walls & roof		Vanity & mirror		<b>OUTSIDE</b>	
Remove bugs from lights		Bath & shower screens		Mow lawn	
Window tracts, screen & glass inside & out		Spot clean walls & roof		Whipper snip edges	
Wash or dry clean curtains		Remove bugs from lights		Weed garden	
Ceiling fans		Window tracts, screen & glass inside & out		Remove cobwebs	
Vacuum & arrange professional carpet cleaners		Wash or dry clean curtains		Sweep paths	
Inside & out of wardrobes		Inside & out of toilet		Remove oil leaks	
		Sweep & mop floors		Remove bugs from lights	
<b>BEDROOM 2</b>				Clean wheelie bin	
Spot clean walls & roof				Clean and sweep garage	
Remove bugs from lights					
Window tracts, screen & glass inside & out					
Wash or dry clean curtains					
Ceiling fans					
Vacuum & arrange professional carpet cleaners					
Inside & out of wardrobes					