

HOW TO GET YOUR BOND BACK

Happy Cleaning!

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The authors will take no liability for any personal injury or property damage resulting from following this booklet.

It is intended as a guide only.



A step by step cleaning guide to help you get your Bond back...



Including helpful hints from industry professionals to make your bond clean a success!



BATHROOM

- Vacuum entire bathroom to remove any hair & foreign objects before your start cleaning.
- Wet & scrub entire shower with a creme cleanser and scourer sponge especially in the corners, door frame & top of shower until no soap scum, mould or rust stains are visible. Rinse with water, Squeegee shower glass, then dry & polish with paper towel. Make sure drain is hair free.
- Clean exterior of shower with glass cleaner & paper towel.

HANDY HINTS

- If mould is present you may need a mould remover, a toothbrush is useful to get in the grout & tight areas.
- Scrub bath tub with a scourer sponge & creme cleanser & rinse thoroughly.
- Wipe out vanity sink, scrub with a scourer if necessary to remove build up and any rust marks, ensure drain is hair free.
- Polish mirror & wall tiles with a glass cleaner & paper towel until streak free.

FLOORS

- Vacuum the entire house ready for the carpet cleaner, sweep hard floors & mop. Make sure no hair or debris are left on the flooring. Sweep verandahs & patios.

ONE DAY UNTIL KEY RETURN

- On this day carpets should be professionally cleaned. Do a final walk through with tear off checklists to ensure the property is in correct handover state.

HANDY HINT

- Let your Real Estate know if you are able to go back to the property to complete any cleaning or maintenance if necessary.



CLEANING EQUIPMENT & CHEMICALS YOU WILL NEED

Inside

EQUIPMENT

(Pic 1) Dustpan & broom, cloth wipes, narrow vacuum nozzle (to fit window tracks), scouring sponges, paper towel, clean towels, medium size window squeegee, screwdriver to fit into window tracks, disposable gloves & a toothbrush.

(Pic 2) Mop & mop bucket, step ladder (or ladder), vacuum cleaner, general bucket, broom & cob web remover (if required).



(Pic 1)



(Pic 2)

CHEMICALS

Detergent or sugar soap, all purpose spray & wipe, creme cleanser, spray disinfectant, toilet bowl, glass, oven & floor cleaner, insect spray (if required).

Outside

EQUIPMENT

Secateurs/pruning scissors, tree saw, outdoor broom, cobweb remover, firm hand scrubbing brush, lawn mower & edge trimmer.

CHEMICALS

Weed killer, driveway de greaser & outdoor insect spray.

NB. the equipment & chemicals are shown as a guide only.
Your current products may be sufficient for all cleaning tasks.

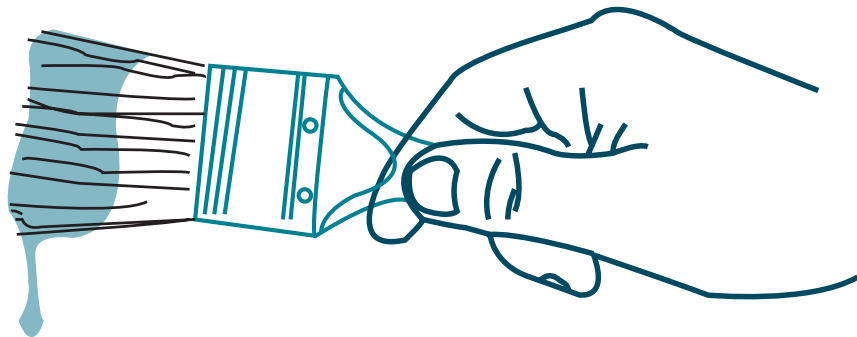


1 MONTH BEFORE END OF LEASE

- CANCEL UTILITIES - Organise a final reading of your electricity, gas, water & telephone accounts at the end of your tenancy.
- CARPET CLEANING - Arrange a professional carpet cleaner to arrive the day before the keys are due to be returned. You must submit an official carpet cleaning receipt to the real estate. Generally you are not permitted to clean the carpets yourself.
- LAWNS - Should be mowed within the last week of your tenancy. If you are not doing this yourself, book a gardener to mow your lawns. They can also weed & prune if required.
- PEST CONTROL - If pets have been at the property it is your responsibility to have a flea treatment carried out by a professional pest control operator. You must submit an official carpet cleaning receipt to the real estate.

HANDY HINT

- Organise any tradespeople with enough notice to repair any property damage or maintenance necessary.
- If any walls need painting, contact our office. They may be able to assist you, through the owner, to match the paint exactly. Any mismatching paint, no matter how slight, will often require the whole room to be repainted at your expense.



KITCHEN CLEANING

- Remove all components of oven, range hood & stove, including the knobs if they come off. Soak in hot soapy water for as long as necessary (overnight if possible). Scrub with firm scourer until clean.
- Clean oven as per oven cleaner directions, pay special attention to the glass. Replace oven components.



- Wash stove with soapy water, gently scourer if necessary to remove all marks & food build up. Polish dry with paper towel. Replace knobs & burners.
- Wipe & polish range hood including the underneath section, replace filters.
- Dishwasher including filters & racks must be free of all food scraps.

HANDY HINTS

- Using eucalyptus oil on a wash cycle will help eliminate odours.
- Vacuum out all cupboards, then wash with soapy water inside & out, especially around door handles, dry with a clean towel.
- Scrub out sink, drain must be free of waste, polish clean with paper towel.
- Spray & wipe all bench tops & wall tiles, polish to nice shine.
- Scrub any food marks off flooring, ready for final mop.



2 DAYS LEFT, LAST DAY OF CLEANING

BEDROOMS, LIVING AREAS & HALLWAYS

- Remove all cobwebs & marks on walls. The walls may need to be washed with sugar soap or mild detergent in a bucket of water & a sponge. Check for any insect marks, pay special attention to switches & door handles.
- Remove all personal hooks, posters, sticky tape etc.
- Wipe all skirting boards, doors & frames with a damp cloth.
- Vacuum all wardrobes & cupboards, wash with soapy water & dry.

LAUNDRY, As above, please pay special attention to:

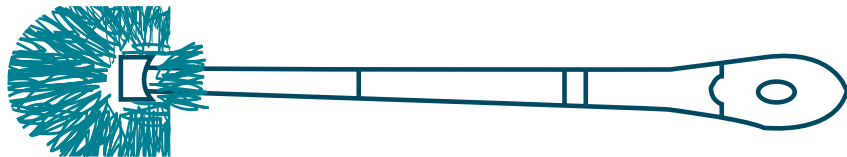
- Laundry sink often has a build up of rust, calcium & soap scum, this can be removed with a creme cleanser & scourer sponge. Make sure drain is free of waste. Laundry cupboards often require the same process.
- Wipe all tap fittings & wall tiles (including the top of the tiles, as they can be dusty). Scrub marks off floor with creme cleanser, especially where appliances have been.

TOILETS

- Clean & disinfect all parts of the toilet, including fittings & cistern. Don't forget behind the toilet & pipes. Using a spray disinfectant, paper towel & disposable gloves is a safe & hygienic way to clean a toilet.
- Scrub inside of the bowl with a toilet bowl cleaner & toilet brush.
- Clean all wall tiles with spray disinfectant & a cloth. Wash any dirty walls.

HANDY HINT

- All personal items such as toilet brushes, air freshener & toilet bowl scents must be removed. Even if they would be useful to the next tenant.



7 DAYS BEFORE END OF LEASE

INSIDE HOUSE

Use a step ladder or ladder to complete the following inside jobs:

- Remove & wash all light fittings, dry & replace. Check all light globes at the same time & change any blown globes.
- Wipe clean all ceiling fans, air-conditioners (including internal filters) & smoke alarms. Remove exhaust fans in kitchen, toilet & bathroom, wash & replace.
- Check & clean all curtains & blinds of dirt, dust & marks, Venetian blinds often need to be wiped clean slat by slat. Some curtains can be washed on a gentle cycle. If not, vacuuming may help remove dirt & dust, then wipe clean.
- Check for fly & insect spots on all ceilings, sugar soap or mild detergent in a bucket of warm water with a sponge works well. Test a small spot to ensure it does not damage the paint.

OUTSIDE HOUSE

- Scrub driveway with a stiff broom & detergent to remove oil & tyre marks. An oil de greaser & high pressure water cleaner may be needed for stubborn stains.
- Mow lawns, prune trees & bushes, remove all weeds & spray with weed killer if necessary. Check with your real estate if you need to replace any dead plants.
- Remove all rubbish from the yard, pay special attention to cigarette butts, bottle tops etc. around the gardens.
- Clean & sweep out garage, remove cob webs, degrease floor & spray with insect spray if needed.

HANDY HINT

- Make sure your bin is empty when keys are returned. If this is not possible let your real estate know if you are able to bring it in & clean it on next collection day.



3 DAYS REMAINING

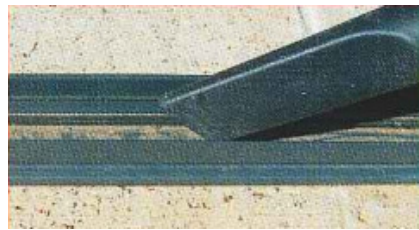
THE PROPERTY SHOULD NOW BE EMPTIED OF ALL PERSONAL BELONGINGS & YOUR MAIL REDIRECTED TO A FORWARDING ADDRESS

WINDOW CLEANING

- Brush down all cobwebs outside the house before you start cleaning the windows with either a cobweb remover or a broom.
- Clean window tracks of dirt & build up by carefully running a screwdriver along the tracks to loosen the dirt (Pic 1). Vacuum with a narrow nozzle (Pic 2), then wipe clean with a damp cloth on the screwdriver blade (Pic 3).



(Pic 1)



(Pic 2)



(Pic 3)



(Pic 4)

- Remove fly screens by gently placing a screwdriver under the screen, lifting up & sliding to the left or right and pulling out. Do not force screens as they can bend easily. Hose fly screens if necessary (Pic 4)

HANDY HINT

- If fly screens are too tight, you have security screens or second story windows the sliding window generally comes out from the inside. You may need to loosen screws at the top of the window (remember to re-tighten screws to original position).



SIMPLE METHOD TO SQUEEGEE A WINDOW

- Soap up window with a scourer sponge to remove all dirt & build up. (Pic 1)
- With the window soapy & wet all over, wipe the top edge with a dry towel, this will reduce streaking. (Pic 2)
- Slide the squeegee down the window with a firm steady pressure starting from either side.
- Dry squeegee blade after each stroke, continue until finished. Make sure each stroke slightly overlaps the last one to avoid lines. (Pic 3)
- Dry edges & remove any remaining marks with a clean towel. (Pic 4)
- Wipe frame & window ledge.



(Pic 1)



(Pic 2)



(Pic 3)



(Pic 4)

HANDY HINTS

- Internal windows can be cleaned the same way, just use less water on the sponge & place a towel under the window to prevent damage.
- This technique can also be used on large mirrors & shower screens.

