

Vacating Checklist

In order to process your bond refund we require you to leave the property in a clean and tidy condition.

To prevent any delays with getting your bond back we recommend you undertake the following before your vacating inspection with your Property Manager:

✓	BOND REFUND CHECKLIST
	Ensure that you have paid your rent up to and including the last day
	Remove all personal belongings from the property
	All carpets to be professionally cleaned. We recommend you use Jason @ Carpet Control 0800-101-234
	All surfaces including wooden floors, walls and bench tops to be wiped clean
	All cupboards, shelves and drawers to be emptied and wiped clean
	Oven to be left clean, including all trays and grills
	Stove and extractor fan to be cleaned
	All windows and sills to be cleaned inside and outside where possible
	Toilet to be disinfected and cleaned inside and out. Floor to be mopped
	Bathroom to be thoroughly cleaned including bath, shower, vanity, extractor fan. All mould and soap scum removed from tiles and grouting. Mould must be wiped off ceiling. Floor to be mopped
	Curtains to be dry-cleaned if there is any mould or marks. Venetian blinds to be cleaned
	All lawns to be mowed, edges trimmed and all gardens to be weeded We recommend Brent @ Millers Mowing 021-339-964
	All rubbish bags and compost to be removed from property
	Garage to be cleaned out, swept, cob webs removed
	All 3 council bins to be emptied if possible and left clean
	Re-direct all mail to your new address and arrange disconnection of your telephone, electricity and gas (make sure you take meter readings before leaving the property)