

Bond Back Booklet

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

Authors Note

As a professional cleaning business, we often return to vacated rental properties to perform cleaning tasks that the previous tenant has simply forgotten to do. Any additional work required after your lease expires is often expensive and comes out of your bond.

Real Estates have a legal obligation to their landlords to ensure the property is in the same condition as when you moved in, regardless of how long you have lived there. The most important thing is to get everything fixed, cleaned, pruned and mowed before you hand the keys back.

The booklet is designed with a time frame so you don't have too much cleaning to do on the last day. This guide will cover all essential cleaning tasks to complete a bond clean. Individual circumstances may require a different approach and additional areas to be cleaned.

The back page is a tear off checklist, which we recommend you hand to your real estate agency with the keys, ticked, signed & dated. If you need any further advice, your Real Estate Agent will generally be happy to help.

*Happy
Cleaning!*

For sales or feedback, email:

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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.

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Cleaning equipment and chemicals you will need.....

inside

Equipment: (image 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 and a toothbrush.

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



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

outside (Depending on your circumstances)

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

Chemicals: Weed killer, driveway degreaser and outdoor insect spray.

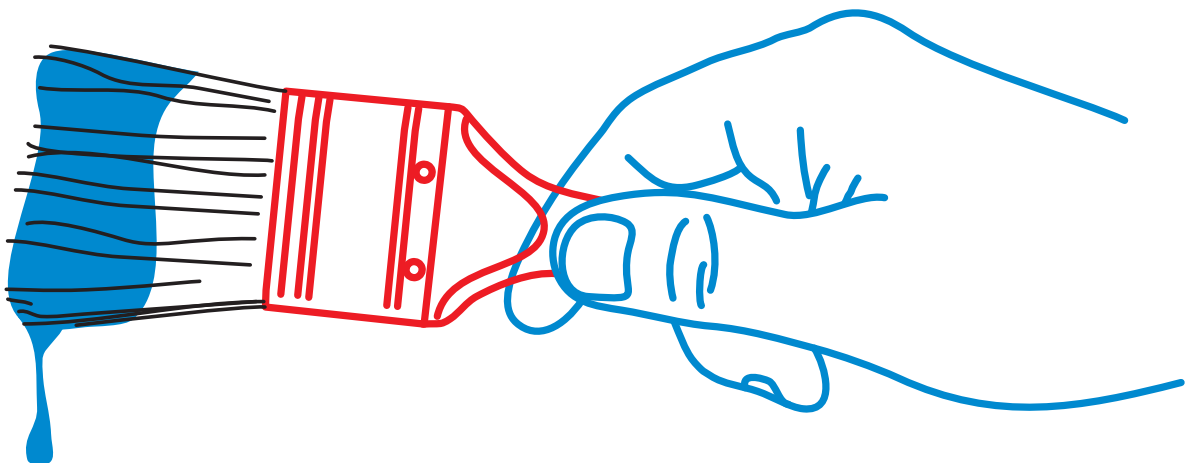
Please Note: The equipment and chemicals are shown as a guide only. Your current products may be sufficient for all cleaning tasks.

1 month until end of lease

- **Give Notice** – In writing to your Real Estate Agency (unless more time is required on your lease agreement). Ring to confirm end of lease date.
- **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 carpets yourself (subject to your states tenancy laws).
- **Lawns** – Should be mowed within the last week of your tenancy. If you are not doing this yourself, book a gardener to mow the lawns. They can also weed and prune if required.
- **Pest Control** – If any vermin are present, it is your responsibility to have them eradicated. You may need a professional pest control operator to spray the property.

Handy Hints

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



7 days until end of lease

Inside House

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

- Remove and wash all light fittings, dry and replace. Check all light globes at the same time and change any blown globes.
- Wipe clean all ceiling fans, air conditioners (including internal filters) & smoke alarms. Remove exhaust fans in kitchen, toilet and bathroom, wash and replace.
- Check and clean all curtains and blinds of dirt, dust and 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 and dust, then wipe clean.
- Check for fly and 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 and detergent to remove oil and tyre marks. An oil degreaser and high pressure water cleaner may be needed for stubborn stains.
- Mow lawns, prune trees and bushes, remove all weeds and 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 gardens.
- Clean and sweep out garage, remove cobwebs, degrease floor and spray with insect spray if needed.

Handy Hint

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

3 days remaining

The property should now be emptied of all personal belongings
And 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 and 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).



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

Handy Hint

- If flyscreens are too tight, you have security screens or 2nd story windows the sliding window generally comes out from the inside. You may need to loosen screws at the top of 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 and 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 and remove any remaining marks with a clean towel. (pic 4)
- Wipe frame and window ledge.



Handy Hints

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

2 days left, last day of cleaning

Bedrooms, living areas and hallways

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

Laundry As above, pay special attention to:

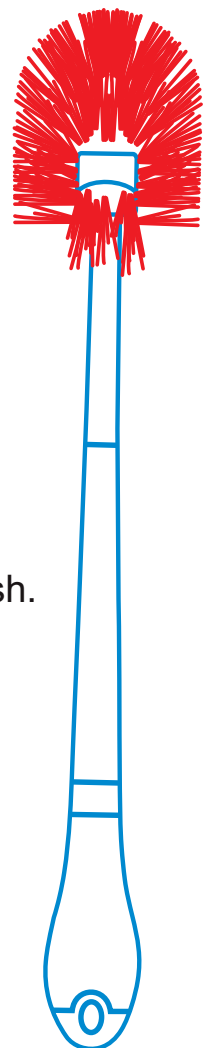
- Laundry sink often has a build up of rust, calcium and soap scum, this can be removed with a crème cleanser and scourer sponge. Make sure drain is free of waste. Laundry cupboards often require the same process.
- Wipe all tap fittings and wall tiles (including the top of tiles, as they can be dusty).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

Toilets

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

Handy Hint

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



Kitchen Cleaning

- Remove all components of oven, range hood and stove, including the knobs if they come off. Soak in hot soapy water for as long as necessary (overnight if possible). Scrub with a 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 and food build up. Polish dry with paper towel. Replace knobs and burners.
- Wipe and polish range hood including the underneath section, replace filters.
- Dishwasher including filters and racks must be free of all food scraps.

Handy Hint

- Using eucalyptus oil on a wash cycle will help eliminate odours.
- Vacuum out all cupboards, then wash with soapy water inside and 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 and wipe all bench tops and wall tiles, polish to a nice shine.
- Scrub any food marks off flooring, ready for a final mop.

Bathroom

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

Handy Hint:

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

Floors

- Vacuum entire house ready for the carpet cleaner, sweep hard floors and mop. Make sure no hair or debris are left on flooring. Sweep veranda's and patio's.

1 day until keys are returned

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

Tear Off Bond Checklist

Name:

Date:

Address of Property:

.....

Contact Ph: Email:

Forwarding Address:

.....

Please circle one

I **Can / Cannot** return to the above property to complete further cleaning / maintenance.

Outstanding issues:

.....

.....

Additional Cleaning performed at the property:

.....

.....

.....

Signature

Hand this checklist to your Real Estate with the keys

Cleaning Checklist (please tick)

	Y	N	N/A
01 Mail forwarded to new address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 Water, gas, electricity and telephone accounts cancelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 All rubbish removed from the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 Driveway free of leaves, dirt and marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 Lawns mowed, trees/shrubs pruned, weeds removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 House and garage free of cobwebs inside & out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 Garage empty and swept clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 Window tracks, frames and glass clean inside & out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09 Flyscreens free of dirt, dust and cobwebs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Blinds, verticals and curtains clean and free of dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Fans, air conditioners, smoke alarms clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 All lights working throughout property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Light fittings and switches clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 All walls and ceiling free of marks and insect spots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 All doors including front door and door frames clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 All cupboards and wardrobes empty and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 Kitchen including oven and range hood clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 Bathroom, shower & vanity clean and hair free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 Toilet clean, sanitised and hair free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 Laundry clean, sink free of rust and foreign material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 All hard floors mopped and free of debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22 Patio's and veranda's swept and tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23 All personal items removed from the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24 Bin empty and hosed out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 Carpets professionally cleaned with receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26 All property keys returned to the Real Estate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Y = Yes N = No N/A= not applicable