

To be completed before your Departure

COMMON AREAS

Kitchen: Tick each box once completed

- All Rubbish must be removed and waste bin must be cleaned out
- Kitchen walls and blinds must be wiped down and clean (If there are marks, use Sugar Soap to clean them)
- Fridge and Freezer must be emptied and cleaned out
- Stove top must be cleaned.
- Microwave must be wiped down and clean, inside and outside.
- All Benchtops, Kitchen Basin, Shelves, Cupboards (Inside and Outside), must be wiped down and clean.
- Broom, Mop, Dust pan and Brush must all be in place.
- Floors must be swept/vacuumed and mopped.
- All furniture must be put back into place.
- Common Areas:** Tick each box once completed
- Dining table, coffee table, chairs, TV and all other furniture must be wiped down and clean
- Floors must be vacuumed and mopped in all common areas, including hallway.
- Outside patio - Table and chairs must be wiped down, floor must be swept and clean and furniture back into place.
- All rubbish must be removed and waste bin must be cleaned out
- Clean Blinds, Glass doors and wipe down screen doors

All Bathrooms and Toilets

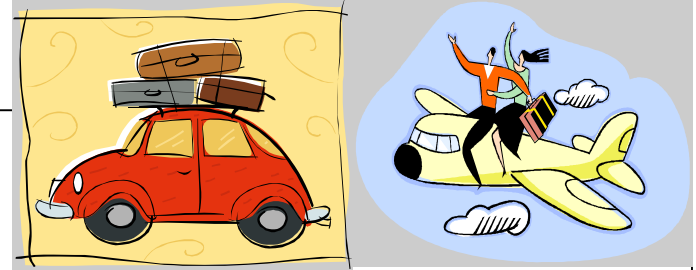
Tick each box once completed

- Sweep/Vacuum and Mop floor
- Ensure all belongings are removed
- All rubbish must be removed and waste bin must be cleaned out
- Clean walls, shower walls, shelves, mirrors, soap holders, basins.
- Clean windows and dust skirting boards and screens
- Clean toilets (Inside and Outside)
- Rubbish Bins must remain in bathrooms and toilet rooms

Rooms

Tick each box once completed

- Clean and wipe down desk
- Empty cupboards and desk drawers and ensure it is all wiped down and belongings are removed
- Vacuum/Sweep and mop floors, clean walls.
- All rubbish must be removed and waste bin must be cleaned out
- Ensure walls are clean (use sugar soap)
- Mattress Protector, Rubbish Bin and Data Communication Cable must remain in the room.
- Clean windows and dust skirting boards and screens
- Clean and wipe down blinds
- All furniture must be put back into place



NOTE: If extra cleaning is required, it will be charged to your account at the rate of \$50/hour.

Comments:

We hope you have enjoyed your stay at Griffith University Village.

Thank You

Name: _____

Room Number: _____

Signature: _____

Security Deposit Refund

The deposit, which you have paid, will be refunded to you within 14 days after your contract end date unless GUV is entitled to withhold the Deposit or part of it (as stated in Residential Agreement). Deposit is refunded to the bank account or credit card from which you pay rent unless otherwise requested.

BEDROOM: - Yes - No

- 1 x Study Desk
- 1 x Desk Drawers Set (3 Drawers)
- 1 x Small Waste Bin
- 1 x Large White Blind with chain roller
- 1 x King Single Bed Frame
- 1 x King Single Mattress
- 1 x Mattress Protector
- 1 x Adjustable Study Chair
- 1 x Large Wardrobe
- 1 x Data/Communication Cable

KITCHEN & LIVING AREA: Tick each box once completed

- 2 x (Black) Two Seater Lounges
- 1 x (Black) One Seater Lounge
- 1 x Trash Bin with Swing Lid in Kitchen Cupboard
- 1 x (White) Kitchen Blind
- 2 x (White) Lounge Blinds
- 1 x Dining Table
- 6 x Dining Table Chairs
- 1 x Television
- 1 x Microwave with Convection Oven and Griller

KITCHEN & LIVING AREA: Tick each box once completed
Continued..

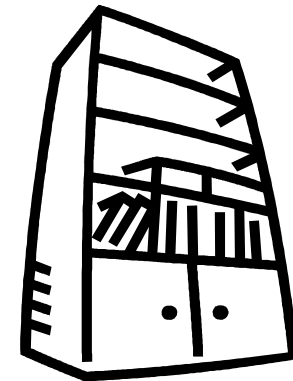
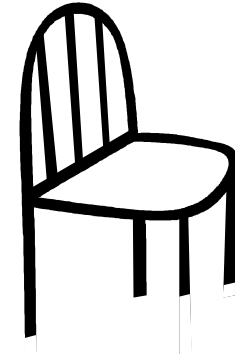
- 1 x Refrigerator (374 Litre Capacity)
- 1 x Electrical Cook Top (with 4 Hot Plates)
- 1 x Kettle
- 1 x Toaster
- 1 x Stainless Steel Sink with Tap Ware

BATHROOMS AND TOILETS: Tick each box once completed

- 3 x Trash Bins
- 2 x Glass Shower Screens
- 3 x Mirrors (900x300) over all 3 Basins
- 2 x Towel Rails (60cm)
- 2 x Soap Holders in Shower Rooms
- 2 x Toilet Brushes
- 2 x Toilet Brush Holders

HOUSEKEEPING KIT: Tick each box once completed

- 1 x Broom
- 1 x Mop with Plastic Bucket
- 1 x Dustpan & 1 x Brush
- 1 x Welcome Mat (Black)



NOTE: If there are any damages or items are missing, charges will apply to those responsible.