

Moving & bond evidence checklist

A printable plan for a calm clean, clear records and an organised handover.

01 Before moving week

- ☐ Check the current Smart Rental Bonds eligibility guide before applying.
- ☐ Save your original condition report, entry photos and repair emails.
- ☐ Confirm removal, cleaning, inspection and key-return dates in writing.
- ☐ List the cleaning tasks needed in each room; assign an owner.
- ☐ Confirm power, water and access will be available for the final clean.

02 Clean after the furniture leaves

- ☐ Kitchen: cupboards, drawers, oven, cooktop and accessible splashback.
- ☐ Bathrooms: shower surfaces, basin, toilet and accessible storage.
- ☐ Rooms: shelves, skirting, accessible tracks and wardrobe interiors.
- ☐ Floors: vacuum edges, then clean using a surface-suitable method.
- ☐ Remove rubbish and belongings; check the balcony, garage and shed.
- ☐ Photograph any remaining stain or damage; avoid risky DIY repairs.

03 Record the finished result

- ☐ Take wide room photos plus close-ups of cleaned fixtures and issues.
- ☐ Keep original files with dates; back them up outside your phone.
- ☐ Save the cleaning scope, invoice and relevant messages together.
- ☐ Attend the final inspection if possible and keep the completed report.
- ☐ Record every key, remote and access fob returned, and to whom.
- ☐ Watch for bond notices and record the actual response deadline.

Photo folder / backup location: _____

Inspection time: _____ Key return: _____

Your moving cost worksheet

Fill in your own figures. This is a planning worksheet, not a bill or quote.

01 Record the bond figures

Existing bond (A)	\$ _____
New bond (B)	\$ _____
Upfront top-up: B minus A, or zero if negative	\$ _____
Scheme fee: check the current official amount	\$ _____
Bond cash needed now: top-up + fee	\$ _____

02 Add the rest of your move

Rent payable during the move / any overlap	\$ _____
Removalist or van hire	\$ _____
Cleaning products or booked cleaning	\$ _____
Storage, access or other confirmed charges	\$ _____
Contingency you choose to keep aside	\$ _____
TOTAL (including bond cash from section 01)	\$ _____

03 Keep later costs separate

Do not count an unconfirmed bond refund as cash already available.

Reserve for any finalised claim: \$ _____ Due date: _____

This worksheet does not determine eligibility, liability or refund timing.

General planning information, not legal advice. Check official guidance:

Smart Rental Bonds: eligibility, fees and repayment rules

NSW Fair Trading: condition reports and bond disputes

Read the accompanying Housekept article for sources and a worked example.