

# Final Inspection Guide

At the time when there is so much happening in your home we have taken the liberty of preparing a short checklist to ensure you don't miss those critical things that make finalising your tenancy so much easier.

We cannot inspect the property until you have removed all belongings and have returned all keys to the property. This includes any keys given to friends or relatives.

Before the final inspection it is important that you;

- Provide us with your new forwarding address and phone number.
- Pay your rent until your final date of occupancy as soon as this letter arrives. This will ensure we have it by the time you vacate (Depending\*).
- **If you pay your rent by means direct debit you will need to finalise your rent payments and ensure no more payments are made past your final date.**
- Return all keys to this office, including letter box keys and garage remotes with working batteries in garage and air conditioning remotes.
- Arrange disconnection of your telephone and other utilities as required.
- Re-direct all mail to your new address.

To ensure your bond is returned quickly to you we suggest you attend to the following points prior to our inspection. These points will be subject to the condition of the property at the commencement of your tenancy.

- Ensure the property is very clean and tidy condition throughout.
- Remove any stains from the carpets. **If a substandard carpet cleaner is used you will be charged for an additional carpet clean to be completed to bring the carpets up to standard. From many negative experiences "Dirt Cheap Carpets" will not be accepted as a suitable carpet cleaner.**
- Clean all cupboards, shelves, drawers and benches.
- Remove any marks from the walls and doors.
- Check that the stove, griller, oven and exhaust fans are free of any grime or residue.
- Clean windows and sills inside and outside where possible.
- Return to original positions any furniture, curtains or other items included with the property.
- Clean venetian blinds.
- Remove all rubbish from the premises.
- Clear out the garage and / or storeroom including cobwebs and grease.
- Remove mould and soap scum from tiles, grouting and ceilings in the bathrooms. Toilets to be cleaned inside and out and the bathroom floors to be moped.
- Leave the garden(s) in the same condition that you found it/them, including cutting lawns and trimming edges and weed gardens.

**A MORE COMPREHENSIVE CHECKLIST HAS BEEN  
ATTACHED FOR YOUR CONVENIENCE.**

**Vacating Tenant Checklist**

To assist you with the process of vacating your home we have created the following checklist as a guide. The property must be returned in the same condition as it was received at the commencement of the tenancy albeit fair wear and tear. Having the property ready to inspect will assist a speedy return of your bond.

**OUR PREFERRED TRADESPEOPLE ARE:**

Carpet Cleaning: Killyptus – John - 0417641400

Bond Cleaning: BB’s Top Notch Cleaning Service - 0400426001

Pest Control: All Max Pest Force – Steven Njegac 07 5456 2662

Lawn & Gardens: Freedom Lawn and Garden Care – Lloyd – 0428 181 422

Handyman: Mick Golden Property Maintenance - 0422125420

Area	Notation	COMPLETED
Floor coverings	<ul style="list-style-type: none"> <li>All floors must be clean and stains removed.</li> <li>Tiles and timber floors mopped</li> <li>Grouting must be stain free</li> <li>Carpets to be professionally cleaned with proof of receipt.</li> <li><b><u>If a substandard carpet cleaner is used you will be charged for an additional carpet clean to be completed to bring the carpets up to standard. From many negative experiences “Dirt Cheap Carpets” will not be accepted as a suitable carpet cleaner.</u></b></li> </ul>	
Garage / Carport / Driveway	<ul style="list-style-type: none"> <li>Swept and moped</li> <li>All oil stains and tyre marks to be removed</li> <li>All marks and scuffs are to removed from walls</li> </ul>	
Waste Bins	<ul style="list-style-type: none"> <li>All rubbish to be removed from premises (if your vacate date does not match bin day you will need to arrange to remove the rubbish by your own means)</li> <li>Bins are to be cleaned &amp; sterilised</li> </ul>	
Curtains and Blinds	<ul style="list-style-type: none"> <li>To be professionally cleaned by carpet cleaning company</li> <li>Stain and mark free</li> </ul>	
Windows	<ul style="list-style-type: none"> <li>Cleaned inside and where able outside</li> <li>Window tracks to be left free of dirt and insects</li> <li>Free from streaks and smears</li> <li>Flyscreens washed, bug and cobweb free</li> <li>Window / sliding door sills cleaned</li> </ul>	
Lawns / Gardens	<ul style="list-style-type: none"> <li>Mowed, edges done, weeded and any lawn / garden bed damage during tenancy will need to be replaced with turf (not lawn seed)</li> </ul>	
Walls / Doors / Ceilings	<ul style="list-style-type: none"> <li>ALL Marks removed from all walls and ceilings throughout</li> <li>Washed and cobweb free</li> <li>All doors and door frames to be washed and left clean</li> <li><u>All UNAPPROVED</u> picture hook holes to be repaired</li> <li>All fan blades to cleaned, dust and grease free</li> </ul>	
Pets	<ul style="list-style-type: none"> <li>Flea treatment completed professionally with proof of receipt</li> </ul>	

Light Fitting / Light Globes / Power Points	<ul style="list-style-type: none"> <li>• All non working light globes are to be replaced with light cover put back on</li> <li>• Light fittings to be cleaned, bug and cobweb free</li> </ul>	
Bathroom / Ensuite	<ul style="list-style-type: none"> <li>• All tiles cleaned, grouting and ceiling mould free</li> <li>• Toilets washed inside and out including around bowl</li> <li>• Bathroom vanity and shower screen free of all soap scum</li> <li>• Exhaust fan clean</li> <li>• Bathtub to be scum and mould free</li> </ul>	
Kitchen	<ul style="list-style-type: none"> <li>• All cupboards washed inside and out free of marks and sticky residue</li> <li>• Oven, stove and cook top free from grime (including oven trays and racks) OVEN ROOF WILL BE INSPECTED</li> <li>• Oven to be free of white residue after being cleaned</li> <li>• Sink and tile splash back to be streak / water mark free</li> <li>• Rangehood to be cleaned, free from residue and grease</li> <li>• Dishwasher emptied of all food scraps and ran through an empty cycle &amp; filters cleaned</li> </ul>	
Bedrooms	<ul style="list-style-type: none"> <li>• Built in wardrobes free from dirt and doors / mirrors cleaned</li> </ul>	
Laundry	<ul style="list-style-type: none"> <li>• Laundry tub cleaned</li> <li>• Cupboards to be cleaned inside and out</li> <li>• Floors mopped</li> </ul>	
General	<ul style="list-style-type: none"> <li>• External areas to be washed (recommend high pressure hosing) and free of cobwebs</li> <li>• Notify post office of change of address (no mail will be forwarded on)</li> <li>• Telephone, electricity and gas accounts have been cancelled or transferred</li> <li>• WATER METER READING recorded and written down in a safe place (please obtain this for 6 months)</li> </ul>	
Keys	<ul style="list-style-type: none"> <li>• Keys for all locks returned (as per signed for)</li> <li>• Remote control for garage &amp; air conditioning must have working batteries.</li> </ul>	

**To avoid any dispute, please attend to ALL of the above, and fill out and return the exit condition report. Bond return forms will not be signed until exit reports are returned / collected upon vacation. If the bond clean is not carried out to a satisfactory standard you will be given the opportunity to re-do the necessary items within 24 hours. If you are unable to do so a professional cleaner will be engaged to carry out the work and the fee taken out of your bond.**