

Final Inspection Guide

The following information has been prepared to assist you when vacating the property.

Please note that we cannot inspect the property until you have removed all belongings and have returned the keys. Any duplicate keys given to friends or relatives should also be handed back. Attendance to the following matters prior to our inspection and will save considerable time and prevent unnecessary delays in returning your bond:

General

Item	Completed
Ensure that our office has your new forwarding address and phone number	
You pay your rent until the vacating date in cash or by automatic payment	
Return all keys to this office including letterbox keys	
Arrange disconnection of your telephone, electricity and gas supply	
Re-direct all mail to your new address	

Outside

Item	Completed
Lawns and edges trimmed (this applies to townhouses and houses)	
Weeds to be removed from lawn and garden beds	
Verandah/Patio, Garage/Carport, Driveway and paving to be swept free of debris. Any oil stains to be removed	
Weeds to be removed from paving	
Cobwebs to be removed from eaves, carports and sheds	
Where pets are kept on the property, all animal droppings to be removed	
No rubbish to be left at the premises – this includes ensuring rubbish bins are empty. If bins are not empty, we will arrange for them to be emptied – labour and tip fees will apply.	

Inside

Item	Completed
Carpets to be professionally cleaned as required (a receipt must be produced)	
All hard floors to be washed	
Bathroom floors, shower and tiled areas to be scrubbed. Grout to be clean. Ceiling mould must also be removed.	
Bathroom glass to be cleaned (shower screens, mirrors etc)	
Toilet (including the seat and pedestal) should be thoroughly cleaned	
Windows and sills to be cleaned inside and outside. Flyscreens to be brushed	
Window runners to be vacuumed, sill, tracks and skirting boards to be dusted	
Oven, shelves, grill, drip trays and hot plates to be cleaned. Oven surround and control panel also to be cleaned	
Exhaust fan covers to be cleaned	
All kitchen bench tops and cupboard doors to be cleaned	
All kitchen shelves and draws to be cleaned, both inside and outside	
Kitchen and laundry sinks to be cleaned	
Dishwasher to be cleaned	
Light fittings to be cleaned, with insect spots washed off if necessary. Blown light globes to be replaced	
Ceiling fan blades to be cleaned (if applicable)	
Hand marks to be removed from walls, doors and around light switches	
Clean venetian blinds and wash curtains. These items are not designed to be washed in a washing machine they may perish, if they do so this is at your expense to replace	
Any furniture or other items included with the property to be returned to original positions	

PLEASE NOTE IF KEYS ARE NOT RETURNED ON OR BEFORE YOUR VACATE DATE THEN RENT IS DUE AND PAYABLE FOR THAT EXTENDED TIME PERIOD.