

FINAL INSPECTION CHECKLIST

Please attend to the following prior to vacating:

- WALLS & CEILING:** Any marks and spots should be removed with a recommended cleaning agent.

- STOVE** Stoves should be left free of grease, grime and food scraps. Oven & griller doors, walls, base and racks should be cleaned with a good oven cleaner. Top of stove, burners, hotplates should be thoroughly cleaned. (NB. abrasive cleaners may cause scratching on some surfaces).

- EXHAUST FANS** Most plastic covers can be unclipped easily and washed in warm soapy water. Pay particular attention to bathroom and kitchen exhaust fans as these can become congested with dust and grime.

- AIR VENTS** To be clean & free from dust and grime.

- BLINDS** To be clean & free from dust. Any finger marks should be removed with a gentle cleaner taking care not to damage the fabric.

- DRAPES** To be clean & free from dust. Drapes near sliding doors, plus linings may require particular attention, as the bottom of drapes can get dirty.

- DOORS** All marks removed from doors. Sliding door tracks to be vacuumed and cleaned.

- WINDOWS & SCREENS** Window tracks vacuumed, screens removed where possible and dusted. Windows should be cleaned using paper towelling or clean cloths to prevent smearing. Flyscreens to be clean and all dust removed from fly wire mesh.

- MIRRORS** Cleaned with clean cloth. All spots and smears removed.

- FLOORS & CARPETS** To be clean and ***professionally dry cleaned*** (in accordance with conditions on the lease). Contact us for suggested cleaners.
(Receipt required as proof of completion)

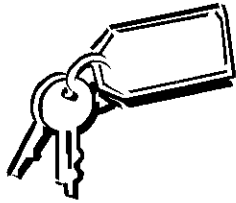
- LIGHT FITTINGS** To be cleaned and free of insects. Please ensure all globes, (down lights / IXL Tastic / spot lights etc) are replaced and in working order.

- SOAP STAINS** To be removed from all tiles in kitchen sink area and bathroom and shower recess screen and walls.
- SHOWER / BATH** To be cleaned thoroughly including shower recess floor, particular attention to be paid to ceiling of this room. Exhaust fan to be cleaned. Taps to be free of soap, residue and grime. Vanity and end of bath to be wiped clean.
- TOILET** This room and its fittings should be cleaned thoroughly. The toilet bowl, seat (bottom, top and underneath) should be scrubbed and all marks removed.
- CUPBOARDS, DRAWERS & WARDROBES** All items, food scraps etc, must be removed. All cupboards, drawers should be swept, vacuumed and surfaces wiped down.
- HEATING** Wall Furnace - Slats, top of heater and control panel to be cleaned. Solid Fuel Heaters to be cleaned. All ash removed and any dusty surfaces wiped down.
- HOT WATER UNIT** The unit and the surrounds to be cleaned.
- GARAGE/CARPORT** Any oil or other recent stains to be removed.
- CONCRETE AREAS** To be swept and clean of any rubbish (leaves, litter, stains etc).
- STOREROOM** To be swept out and left clean and free of any rubbish.
- GARBAGE BINS** Should be placed out for collection. Any excess rubbish including offensive, smelly goods must be taken to the tip and not left for the next tenant. Recycle bins should only contain designated recyclable goods. Garbage and recycle bins cleaned.
- YARDS** Lawns to be mowed and edged. Long grass removed from fence and house. All rubbish and grass cuttings to be removed from yard. Grass cuttings should not be placed around shrubs or trees. Holes, including dog holes, to be filled in. Any pet droppings must be removed from the yard prior to vacating. Repairs to fences must be completed. Any patches caused by swimming pools etc., to be restored to original condition and reseeded. Gardens to be pruned and weeded.
- GARAGE/SHED** Any items or rubbish you may have placed under the house should be removed.

**COBWEBS/WASPS
NESTS**

To be cleaned from inside house, outside walls, carport and storerooms.

KEYS



All keys are to be returned at the final inspection. Any missing keys must be replaced at your expense. The number of keys returned must match the number of keys given out at the commencement of the tenancy. Any additional keys cut during your lease agreement must also be handed in to our office.

SERVICES

Contact your utility providers to arrange for all meters to be read and services disconnected (water, gas, telephone, internet and electricity).



It is your responsibility to have meters read and services disconnected after the Final Inspection. Failure to do so will incur additional charges in your name.

FORWARDING ADDRESS PLEASE ADVISE ALL PARTIES OF YOUR NEW ADDRESS

We are unable to re-direct tenants' mail and suggest you leave a forwarding address at your old premises for any mail that misses redirection. A redirection service is available at the Post Office.

BOND RELEASE

Bonds are held at the Residential Tenancy Bond Authority. It is necessary for **all parties** to sign a bond claim form. Refunds will only be paid direct into your nominated bank account, cheque.

Please note your bond CANNOT be considered as rent.

It is in your interests to be present at the final inspection to discuss any concerns. Failure to do so may cause a delay in the processing of your bond refund.

Thank you.



OUTGOING MAINTENANCE FORM



Property Address: _____

Name of tenant/s: _____

Date: _____

Please tick if the following is not fully operational or needs attendance:

- Heater Maintenance Details: _____
 - Air conditioner Maintenance Details: _____
 - Oven Maintenance Details: _____
 - Dishwasher Maintenance Details: _____
 - Toilet Maintenance Details: _____
 - Taps Maintenance Details: _____
 - Pool/Equipment Maintenance Details: _____
 - Doors/Locks Maintenance Details: _____
 - Windows/Locks Maintenance Details: _____
 - Gates Maintenance Details: _____
 - Other: _____
- _____
- _____
- _____

Thank you for your time and assistance in completing this form. We wish you all the best luck for your future.

Property Management Team 😊