

FINAL INSPECTION GUIDE

The following can be used as a guide for final inspection handover:

Please make sure you refer to your initial inspection as a guide to condition at the commencement of your tenancy, if you have misplaced your inspection report and photos, please contact your property manager to obtain a copy.

Subject to your initial inspection report a guide is as follows:

- 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 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 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 returned to a reasonable state of cleanliness.
- LIGHT FITTINGS** To be cleaned and free of insects.
- 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 clean.
- 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.
- 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 weeded.
- GARAGE/SHED** Any items or rubbish you may have placed in garage or shed of 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 should 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 may incur additional charges in your name with your provider. (three business days is a standard lead in time for a disconnection)

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 and or be registered with Bonds-On Line. Refunds will only be paid direct into your nominated bank account and or cheque.

Please note your bond CANNOT be considered as rent.

It is in your interests to be present at any final inspection as any concerns if applicable can be discussed.

If you require assistance with cleaning of the property – we do have preferred companies that may be able to assist – contact your Property Manager if you would like any assistance or have any questions with the final inspection process.

Thank you.

OUTGOING MAINTENANCE FORM

Property

Address: _____

Name of tenant/s: _____

Date: _____

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

- | | |
|--|----------------------|
| <input type="checkbox"/> Heater | Maintenance Details: |
| <input type="checkbox"/> Air conditioner | Maintenance Details: |
| <input type="checkbox"/> Oven | Maintenance Details: |
| <input type="checkbox"/> Dishwasher | Maintenance Details: |
| <input type="checkbox"/> Toilet | Maintenance Details: |
| <input type="checkbox"/> Taps | Maintenance Details: |
| <input type="checkbox"/> Pool/Equipment | Maintenance Details: |
| <input type="checkbox"/> Doors/Locks | Maintenance Details: |
| <input type="checkbox"/> Windows/Locks | Maintenance Details: |
| <input type="checkbox"/> 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