

FINAL INSPECTION GUIDE

The following information has been prepared to assist you when vacating the property you have been renting through this office

Please note that we cannot inspect the property until you have removed all belongings and have returned the keys. Any keys given to friends or relatives should also be handed back.

We ask that before the final inspection you:

- Ensure that our office has your new forwarding address and phone numbers;
- You pay your rent until the vacating date;
- Return all keys to this office including letter box keys, all remote controls and security swipes;
- All garbage, bottles and rubbish to be removed from the premises. Please ensure rubbish bins are empty, or left outside on the street for collection

1 MONTH UNTIL YOU VACATE

- ARRANGE THE DISCONNECTION OF ALL UTILITIES – organize final readings of your gas, electricity, water and telephone accounts. Please make sure that the gas & electricity final readings are preformed 48 hours after you hand back you keys to enable us to complete the final inspection.
- MAIL – Arrange redirection of mail from the day prior to vacating
- CARPET CLEANING – Book a professional carpet cleaner to attend the day before your keys are due to be returned. You will need to supply a copy of the receipt when keys are returned
- LAWNS/GARDENS – Lawns should be mowed/edged and weeding/pruning done in the last week of your tenancy. We recommend you engage the services of a professional gardener
- OTHER TRADESPERSONS – Organise any other tradespersons needed to repair any property damage or maintenance necessary i.e. holes in walls

1 WEEK UNTIL END OF LEASE

- Remove & wash all light fittings, dry and replace. Check and replace blown globes
- Wipe clean all ceiling fans, air conditioners (including internal filters). Remove covers to all exhaust fans, wipe fan blades and wash and replace covers
- Clean all curtains & blinds of dirt/dust/marks. Venetian blinds need to be wiped clean slat by slat. Some curtains can be hand washed or machine washed on delicate cycle. If not vacuum curtains. Curtain rods should be dusted.
- Check for fly & insect spots on wall and ceilings. Sugar soap or a mild detergent in warm water with a soft sponge works well. (Test a small spot to ensure no damage to paint)
- Scrub driveway with a stiff broom & detergent to remove oil/type marks. Degreaser and/or "Liquid Magnet" and high pressure cleaners may be required for heavy stains.
- Remove all rubbish from yard, especially any cigarette butts, bottle tops etc.
- Clean and sweep out garage, remove cobwebs, degrease floor and spray with insect

3 & 2 DAYS UNTIL END OF LEASE

- Property should now be emptied of your belongings
- Remove all cobwebs outside the house
- CAREFULLY remove all fly screens and clean exterior windows (if in apartment this is not required).
- Remove all cobwebs & marks on ceiling, walls & doors. Walls/doors may need to be washed with Sugar soap or a mild detergent in warm water with a soft sponge. Pay special attention to light switches, power points & door handles
- Wipe all skirting, architraves, cupboards & door frames.
- Clean and wipe down all cupboards and wardrobes
- Vacuum & scrub/mop all flooring & sweep and wash down external verandah/patio/balcony

Laundry, Toilets & Bathrooms

- Wash walls and ceiling – remove any mould present (Exit Mould is useful for this)
- Clean all wall tiles with disinfectant and cloth(including the tops of tiles as they get dusty)
- Clean sinks/vanity/laundry troughs with a crème cleanser such as “Jiff” to remove all build up and marks – rinse well and dry. Ensure the drains are free of hair/waste.
- Clean and disinfect all toilet including fittings, cistern. Remember to clean behind the toilet and the pipes. Scrub inside the toilet bowl and wash seat & lid. Note – remove all toilet brushes, air fresheners and bowl scents
- Scrub entire shower & bath with a cleanser to ensure that no soap scum, mould or rust stains are visible. All grout must be scrubbed to remove any discoloration, mould or rust stains. Bleach works well on tiles & grout
- Clean mirrors & shower screens thoroughly with glass cleaner and polish dry (no streaks should be visible)

Kitchen

- Remove all components of oven, range hood and stove, including knobs (if they come off) Soak in hot soapy water and scrub with a firm soursourer until clean.
- Clean oven & grill as per oven cleaner directions
- Wash stove top with soapy water all remove all marks and food build up. Polish dry and replace the knobs
- Wipe & polish range hood including underneath. Remove filters and wash filters. Make sure there is no grease residue
- Dishwasher including filters & racks must be free of all food scraps. Wipe the unit down inside & outside
- Wash sink, remove food scraps in drains, clean splash backs and tiling
- Wash down all cupboards inside and outside

ONE DAY TO GO!!!!

- Carpets should be professionally cleaned today. If you have pets please de flea and deodorize the carpets
- Do a final walk through to ensure all is in order to hand over to the agent

Most times disputes arise regarding the release of the bond when the cleaning has not be performed to an acceptable standard. It is important that the property is cleaned to a professionally standard as you may not have the opportunity to return to do additional cleaning if it is not acceptable. In order to avoid any disputes we recommend a professional cleaning company to carry out the cleaning. You can give them this guide so that they carry out everything on the list. (Some companies even give you a guarantee that your bond will be returned!)

We know that this is busy time for tenants especially when they are also moving into a new property, you need to plan your move. We want you to get your bond back!