

FINAL INSPECTION CHECKLIST

This information has been prepared to assist you when vacating your property. Please note that we cannot inspect the property until you have removed all belongings and returned the keys.

Before the Final Inspection you:

- Pay your rent until the vacating date and cancel your Electronic Direct Transfer for Rent payment
- Sign and return the Vacating Form and Final Inspection Checklist when returning your keys
- Return all keys/remotes/fobs/access cards to our office (including all keys given to friends or relatives)
- Arrange disconnections of your utilities i.e. electricity, gas, water, phone, internet, pay TV, etc.
- Re-directed all mails to your new address.

Attendance to the followings matters prior to our Final Inspection will save considerable time and prevent unnecessary delays in returning your bond:

- All carpets to be professionally steam cleaned, as per lease agreement.
- Any tile or vinyl floor coverings to be swept and mopped. Scuff marks removed.
- Stove - oven, griller and drip trays to be thoroughly cleaned free of grease etc.
- All cupboards and drawers to be cleaned inside and out.
Particular attention should be paid to bathrooms, toilets, bathroom cabinets & mirrors. Shower recess, screen, tiles and grouting to be scrubbed free of all soap residue and any mould. Shower curtain (if applicable) to be washed or replaced and rehung.
- All exhaust fans to be dusted and covers washed free of dust and grime.
- Windows, tracks and window sills to be cleaned inside and out.
- All cobwebs to be removed, including external walls.
- All walls & ceilings to be cleaned of marks, smoke stains, scuff marks in wardrobe etc.
- Heaters to be cleaned inside and out.
- Replace any light globes that are blown.
- Replace Smoke Alarm battery & test.
- Any items of furniture included with the property are to be placed in the same position as when tenancy commenced, including curtains and nets.
- Garden to be left in good condition, lawns and edges trimmed and gardens weeded.
- All rubbish to be removed.
- Any damage caused to the property during your tenancy must be repaired to the Landlord's satisfaction prior to final inspection.

Please ensure that all cleaning, including carpet steam cleaning, is completed prior to your power being disconnected, and that you have completely cleaned and vacated the property before the return of keys and final inspection.