

Final Inspection Guide

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

We cannot inspect the property until you have removed all belongings, the property has been completely cleaned, grounds and gardens completely ready, and you have returned the keys. Please also hand back any keys given to friends or relatives.

We ask that, before the final inspection, you:

- Advise our office of your new forwarding address and phone number.
- Pay your rent until the vacating date.
- Return all keys to this office including letterbox keys – especially if you have changed any locks.
- Arrange disconnection of your telephone, electricity and gas supply.
- Re-direct mail to your new address.

Please also attend to the following matters prior to our inspection. This will save time and prevent delays in returning your bond. Please also ensure that:

- The property is left in a very clean and tidy condition throughout with any stains removed from the carpets.
- All cupboards, shelves, drawers and benches are clean.
- Walls and doors are free of any marks.
- Stove, griller, oven and exhaust fans are thoroughly cleaned and carbon (blackened food remains) fully removed.
- Windows and sills are clean, inside and outside where possible.
- Any furniture, curtains, light fittings or other items included with the property are in their original positions as per the ingoing condition report.
- Venetian blinds are clean and curtains washed.
- All garbage, bottles and rubbish are removed from the premises.
- The garage and/or storeroom is cleaned out and free of cobwebs, and grease marks are removed from car space/ garage.
- Bathrooms are thoroughly cleaned, with all mould and soap scum removed from tiles and grouting. Ceiling mould must be removed. Toilets are to be cleaned inside and out, and all wet area tiling and floors be thoroughly cleaned, including floor tile grouting.
- Lawns and edges are trimmed and gardens weeded (this applies to townhouses and houses).

PLEASE NOTE THAT RENT IS DUE AND PAYABLE UNTIL ALL KEYS ARE RETURNED. SHOULD YOU REQUIRE THE SERVICES OF A CLEANER, GARDENER AND/OR CARPET CLEANER, PLEASE CONTACT THIS OFFICE FOR THEIR CONTACT DETAILS.