

Final Property Inspection Checklist



Use this checklist a few days before settlement to confirm the property is in the agreed condition.

Bring with you:

Contract • agreed repairs list • phone camera • small torch • this checklist

OVERALL CONDITION

- ☐ The property is in the same general condition as at exchange, allowing for normal wear and tear.
- ☐ Any agreed repairs or works have been completed properly.
- ☐ The property is empty, tidy and free of unwanted furniture, boxes and rubbish.

LIGHTS, POWER & WATER

- ☐ Lights and relevant power points are working.
- ☐ Taps and showers run properly.
- ☐ Toilets flush correctly.
- ☐ Hot water is available.
- ☐ There are no obvious leaks beneath sinks or around ceilings and wet areas.
- ☐ The water meter is not moving when taps and water-using appliances are off.

KITCHEN & APPLIANCES

- ☐ Stovetop and oven are working.
- ☐ Rangehood is working.
- ☐ Dishwasher is working.
- ☐ Air Conditioner (if applicable) is working
- ☐ Any other included appliances or fixtures operate as expected.

DOORS, WINDOWS & ACCESS

- ☐ Windows open, close and lock.
- ☐ External and internal doors open, close and lock.
- ☐ Garage door, remotes, mailbox keys and access fobs are present.
- ☐ All keys and remotes are clearly identified.

OUTSIDE THE PROPERTY

- ☐ Lawns and gardens are reasonably maintained.
- ☐ Bins are empty.
- ☐ Outdoor areas are left as agreed.
- ☐ Pool equipment, keys and relevant paperwork are available, where applicable.

BEFORE YOU LEAVE

- ☐ Photograph anything that appears damaged, incomplete or different from the agreed condition.
- ☐ Write down any issues clearly.
- ☐ Contact your agent and conveyancer or solicitor promptly if something is not right.
- ☐ Do not wait until after settlement to raise concerns.

IF SOMETHING IS NOT RIGHT

Raise the issue before settlement. Depending on the circumstances and legal advice, the parties may agree to a repair, financial adjustment, retention of funds or a change to settlement timing.