

# **FINAL INSPECTION GUIDE**

**TO AVOID cleaning charges and unnecessary deductions from your bond, we strongly recommend that you attend to the following items before vacating the property and returning the keys.**

## **KEYS**

- **Keys must be returned to our office by 10am on the day of vacating or another full days rent will be charged**

## **RENT**

- **Rent must be paid to the date of vacating and bond money cannot be used as rent (NB \$1000 fine)**

## **KITCHEN**

- **The oven and griller is to be cleaned.**
- **Drip trays to be cleaned of all grease.**
- **Range hood to be cleaned including the filters**
- **All cupboards to be cleaned inside & out including tops of cupboards**
- **Sink taps and disposal unit (if applicable) to be cleaned and polished**
- **Walls and tiled areas to be free from grease**
- **All benches and floors to be cleaned and wiped free from grease**
- **Dishwasher is to be left clean. Wipe over internal door and remove debris from bottom drainer**

## **BATHROOM**

- **Shower recess to be scrubbed**
- **Grouting to be free of all soap residue or mildew**
- **Shower curtain if applicable to be washed and shower screen to be cleaned**
- **All plugholes are to be clean & free from debris**
- **Mirrors to be wiped over**
- **All drawers and cupboards to be cleaned**
- **Toilet to be cleaned thoroughly, including bowl, seat, under seat & cistern**

## **LAUNDRY**

- **Clean under laundry tub and clean plughole**
- **Cupboards to be cleaned thoroughly inside & out**

## **GENERAL**

- **All exhaust fans throughout the property to be cleaned**
- **Air vents to be dusted**
- **Venetians / Blinds / Curtains to be washed thoroughly**
- **Drapes to be washed or dry cleaned as to fabric instructions**
- **Flyscreens to be removed carefully and hosed or brushed to remove dirt/dust**
- **Windows & windowsills to be cleaned thoroughly**
- **Doors and doorframes to be left clean & undamaged**
- **Marks to be removed from walls**

- **COBWEBs to Be removed from ceiling cornices & walls**
- **All light fittings to Be cleaned and free from insects**
- **All floors and skirting Boards to Be washed**
- **All ceiling fans throughout to Be free from dust**
- **Clean all mirrors throughout including wardrobe door mirrors**
- **All vertical strings to Be attached and secure**
- **All items on the inventory to Be accounted for (if applicable)**

## **CARPETS**

- **carpets are to Be professionally cleaned. A receipt needs to Be produced to our office with the return of the keys**  
**Our recommended carpet cleaner is:**  
**Justin Fletcher from Revolution Cleaning 0411 396 401**
- **Please note: If you choose not to use our office's recommended carpet cleaner you could Be liable to have the carpets re-cleaned should they not meet our standard of cleanliness.**

## **OUTSIDE AREAS**

- **Lawns to Be mowed and edges trimmed within two days of vacating**
- **Flower Beds and Pebble areas to Be weeded**
- **NO rubbish to Be left in the gardens or around the property**
- **All Garbage Bins to Be emptied and washed clean**
- **Driveway, Carports, Garages and any concrete areas to Be free from oil and Grease stains**
- **Garage floor area to Be swept and cobwebs removed**
- **COBWEBs to Be removed from outside eaves, awning and ceiling**
- **Pool and spa to Be cleaned, vacuumed and at the correct Ph factor (if applicable)**

## **PEST CONTROL**

- **If Pets have Been kept on the premises, then you must have the property professionally fumigated for fleas inside and out and a receipt produced to our office.**

## **DAMAGE**

- **Damage that occurs due to the tenants neglect will Be rectified at the tenants cost and MUST Be done so before returning the keys**

**Thank you for your co-operation.**