



Final Inspection Guide

The following information has been prepared to assist you when vacating the property. We cannot inspect the property until your lease expiry date, once you have removed all belongings and have returned the keys. Please also hand back any keys/remotes given to friends or relatives.

We ask that, before the final inspection, you:

- ✓ Advise our office of your new forwarding address and phone number (required for bond disposal)
- ✓ Pay your rent until the vacating date by direct debit prior to your vacate date
- ✓ Return all keys and garage remotes to this office (including letterbox keys)
- ✓ 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.

Subject to the condition of the property at the commencement of your tenancy you should ensure that:

- The property is left in a very clean and tidy condition throughout, the same or better than it was handed to you. Compare everything with your ingoing property condition report, which is what will be used at the final bond inspection to ascertain any differences in condition.
- The carpets are to be **professionally** cleaned and proof of receipt is left at property or handed in with keys, this is a requirement under your lease agreement and a professional will be engaged should it not be done prior to handover.
- If you have cats/dogs (and have paid a pet bond) to ensure the home is professionally treated for fleas and proof of receipt is left at property or handed in with keys, this is also a requirement of your lease agreement and a professional will be engaged should it not be done prior to handover.
- Walls and doors are free of any scuffs or dirty washable marks. Where walls need repairs from accidental chips please patch and paint with matching paint colour. Where possible paint entire wall section rather than leaving patches of repair (as sometimes the colour will not match exactly and results in the repairs being even more noticeable) to avoid a professional painter being engaged (at your cost) to re-do the areas of concern after you vacate.
- Stove top, griller, oven internally/externally and racks, range-hood are all washed clean.
- Exhaust fan vents (kitchen, bathroom, toilets) throughout the home are taken off washed and are dust free.
- All cupboards, shelves, drawers and benches are wiped clean inside and out
- Windows internally and externally are cleaned properly including window sills and tracks.
- Any furniture or other items included with the property are in their original positions and have been cleaned.
- All blinds and curtains have been cleaned/washed or dusted/wiped clean.
- All garbage, bottles and rubbish are removed from the premises.
- The garage and/or storeroom is cleaned out and free of oil stains/grease marks are (may need professional high pressure cleaning).
- Bathrooms are thoroughly cleaned including walls, 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 the bathroom floors must be mopped
- Lawns and edges are mowed/trimmed and gardens/lawns weeded (this applies to townhouses and houses).
- Sweep cobwebs from eaves/gutters externally and from internal cornices (and anywhere else present).
- Clean light fittings from dust and bug debris.
- All grout areas must be cleaned throughout.
- Air Conditioning filters to split system wall units are to be removed and cleaned. Air conditioning vents in the ceiling are to be dusted and/or removed and wiped clean.

NOTE - RENT IS STILL DUE AND PAYABLE UNTIL YOUR LEASE EXPIRY DATE AND ALL KEYS ARE RETURNED TO US. PLEASE CONTACT US TO DISCUSS WHAT IS OWING IN RENT/INVOICES UP TO YOUR FINAL VACATE DATE.

After the final bond inspection has been conducted, we will prepare a report for you and based on the findings we may need to engage trades to rectify any anomalies detected which could be at your cost if not attended to **prior to handover**. Please note that when you return keys to us this is your final handover condition of the property, and the owner may or may not let you return to fix any discrepancies as the owner is not obligated to do so. Please ensure that you rectify any issues **prior to handover** to avoid any disputes once you have vacated.