

Final Inspection Guide

Every tenant must ensure that the vacate inspection of your property, is completed to the satisfaction of your Property Manager and in accordance with your Condition Report. Should you have any queries or items that you feel may present a problem at the final inspection, it is in your best interest to contact your Property Manager prior to vacate.

Please ensure that special attention is given to cleaning the property completely. Please find the following checklist to help you with your cleaning and presentation prior to vacating.

- **Electricity** – Please **DO NOT DISCONNECT** electricity until the final inspection has been completed. **It is imperative that electricity is connected, so that a thorough inspection can be made.**
- **Water Authority** (whichever authority is applicable) – To be contacted to read meter and finalise water account
- **Floors** – ceramic tiles to be washed (grouting may need special attention)
- **Doors, walls, windowsills, skirting boards** – should be thoroughly wiped over. Please pay particular attention to figure marks around the light switches. Remove any scuffmarks from the walls in the stairwells (if applicable). **Please note that corrosive products should not be used i.e. Ammonia, Bleach or Sugar soap**
- **Venetian Blinds** – To be dusted and wiped over with a damp cloth
- **Light fittings** – To be cleaned. **All light globes not working are to be replaced**
- **Exhaust Fan** – covers are to be removed and cleaned
- **Dryer** (if applicable) – Lint filter cover to be removed and cleaned
- **Windows** – To be cleaned inside and out (if they are within reach)
- **Balcony** – To be thoroughly cleaned and free of rubbish
- **Carpets** – To be professionally steamed cleaned. **Carpets are to be thoroughly vacuumed prior to steam cleaning** (a receipt for the cleaning must be provided when returning keys)
- **Cupboards** – To be wiped clean inside and out
- **Stove** – Stoves should be left free of grease, grime and food scraps. Oven & griller doors, walls, base and racks should be cleaned with a good oven cleaner. Top of stove, burners, hotplates should be thoroughly cleaned. (NB. abrasive cleaners may cause scratching on some surfaces)
- **Bathroom and Toilets** – Please pay particular attention to these areas. Grouting to be free of all soap residue and mould. Mirrors, shower screen and all tiles to be thoroughly cleaned
- **Garages/ Car Ports/ Storage Cages** – All rubbish to be removed and free from oil stains
- **Gardens** (if applicable) – Lawns to be mowed, garden weeded and shrubs pruned
- **Personal Belongings** – Must be removed whether you require them or not. Charges will be made to remove and dispose of any items left behind
- **Keys & Parking Permits** – Please return all keys, fobs, garage remotes and parking permits to our office by 5pm on the day that you are due to vacate.
- **Redirection of Mail** – Please contact the Post Office to arrange your mail to be re-directed to your new postal address.