

# Final Inspection Guide

The following information has been prepared to assist you when vacating the property you have been renting with **AdProp Pty Ltd**.

We cannot inspect the property until you have removed all belongings, the property has been completely cleaned, grounds, lawns 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:

- ✓ **Forwarding Address-** Please advise our office of your new forwarding address and phone number.
- ✓ **Pay Your Rent-** please pay your rent until the vacating date.
- ✓ **Return all keys-** please return all keys to this office including letterbox keys – especially if you have changed any locks.
- ✓ **Disconnect Your Utilities-** arrange disconnection of your telephone, electricity and gas supply. If accounts remain in your name, it is possible that a new person moving may use the services at your expense, causing unnecessary problems.
- ✓ **Re-direct Your Mail-** re-direct mail to your new address. Australia Post provides an excellent re-direction service. Please visit your local post office for details.
- ✓ **Breaking Your Lease?** If you are breaking your lease, you will need to ensure that the grounds/lawns and gardens are still maintain after you vacate the property, to the point on new tenancy is secured. This also applies to any pools or spa maintenance.
- ✓ **Book a Professional Carpet Cleaner.** Book a professional carpet cleaner well in advance to ensure they can clean the carpets when ready. Remember- carpet cleaning is to be done last thing after property is vacant and clean!

Please also attend to the following matters prior to our inspection. This will save time and prevent delays in returning your bond. Please also follow the checklist attached-

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## Cleaning-Inside the Property

- ✓ Tick off when completed
- Walls**- removable marks and finger marks (remember- where fingers go- you will find finger marks)
- Ceilings**- Remove cobwebs
- Ceiling Fans**- Blades washed and tops dusted
- Light Fittings**-dust and also clean inside (dead bugs etc.)
- Doorways, Doors**- Removable marks and finger marks
- Skirtings**- Dusted and cleaned
- Window** Sills, Runners (dead flies/dust-use a vacuum cleaner for this)
- Windows**- inside and out- sliding windows can be lifted, pulled out for easy cleaning
- Flyscreens**- brushed of dust and cobwebs
- Screen Doors** Front and Back – Frames wiped and wire brushed of dust
- Oven**- oven top, control display, panels around knobs, any pull out/in built drip trays, grillers racks, trays and base, oven racks, oven trays and base bottom, walls and oven roof. A good brand of Oven Cleaner from the Supermarket will make hard work easier. Be sure to get a "fume free" brand! **Read the directions on can before using.**
- Kitchen Rangehood**- outside casing and filters
- Bathroom**- basin, mirror, cabinet, vanity unit and drawers, shower recess, screen and screen doors, bath and wall tiles.
- Ceiling Mould**- please clean. 'Exit Mould' is good for this- Read directions on bottle before using.
- Toilet**- Cistern, seat, pan inside and also outside around the base
- Laundry**- Trough and underneath.
- Tiling**- All Tiling to the kitchen, toilet, bathroom and laundry areas.
- Exhaust** Vents and fan covers
- Air-conditioners**- Front panel Vents/filters. Modern systems (wall type)- filters easily pull out
- Air-conditioning Ceiling Duct Vents**- to be washed

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- Cupboards/Drawers**- Please clean/wash inside and out. Don't forget doors- frames, front and back of doors. Please also check you have left nothing behind.
- Curtains**- wash washable curtains and netting. Please ensure the netting is not worn before washing
- Blinds**- clean off dust and any dirty marks
- Floors** to be scrubbed if needed and mopped- please ensure corners and hard to get areas are cleaned
- Carpets**- Properly vacuumed
- Carpets- Professionally Cleaned**-please ensure you use a **professional carpet cleaner**. Do-it-yourself machines usually **will not** do a good job. Beware of this 'short-cut'.

### Outside The Premises

- Lawns**- Cut and properly edged
- Gardens** - remove weeds and built up leaves etc.
- Sweep**- paths and pavings
- Rubbish**- remove any rubbish that you have placed at the property. Be sure to check behind sheds, under shrubs and trees. This includes lawn clippings piled and compost left.
- Oil / spillage removal**- carport and garage floors, paths and driveway. Have you had a BBQ? Check no grease spots left.

### Cleaning Up After Your Pet

- Faeces** from gardens, lawns and any other 'hiding-hole'. Please dispose of in bin -do not bury
- Dog stains** to outside walls- check where your dog regularly lies down.
- Dog Urine**- remove/clean where your pet urinates (Base of walls, Verandah Posts Etc.)
- Dog chew damage**- please check/repair any damaged watering system parts, hoses and also check the washing line handle! (dogs love to chew the handle to modern Hills Hoist Brands!)
- Dog/Cat claw damage**- check screen doors, doors, flyscreens and curtains. Repair if damaged.