

FINAL INSPECTION GUIDE

Please note that the property should be free of all personal effects and in a clean & tidy condition before a final inspection can be carried out.

General

- All personal belongings and rubbish to be removed from the property.
- Wheelie bins to be emptied, washed and returned to their allocated place.
- Any damage done to the premises to be repaired to a professional standard.
- All keys and remotes to be returned before midnight on the date given on the Notice of Intention to Leave/Notice to Leave.
- Contact electricity provider to cancel electricity.
- Contact your phone/internet provider to disconnect phone/internet.
- Arrange for your mail to be redirected. Mail received will be returned to sender.
- Fill gas bottles and supply receipt.

Carpet Cleaning & Pest Control

- Carpets to be professionally cleaned by a reputable company upon vacating – receipt to be handed to office with keys.
- Pest control (if pets are on the premises) must be carried out by a professional agent – receipt to be handed to office with keys.

Windows/Flyscreens/Curtains

- Windows to be washed inside and out and to be left free of streaks, smears and cobwebs
- Screens to be thoroughly washed – take care not to damage framework when removing to clean as you will be held liable
- Any damaged flyscreen mesh to be replaced
- Window tracks to be left free of dirt and insects
- Curtains and venetian blinds to be taken down and dry-cleaned or washed according to fabric and instructions
- Vertical blinds to be cleaned
- Tops of vertical blind and curtain tracks to be cleaned
- All attachments to be in working order – particular attention to be paid to vertical chains and clips

Lights/Ceilings

- Light fittings and vents to be cleaned, free of dirt and insects and in working order
- All ceiling fans are to be wiped over and left clean

Kitchen

- Stoves to be thoroughly cleaned – including knobs
- Grill and oven (top and bottom of racks, sides, rear, floor and walls) to be cleaned thoroughly and no residue left behind
- Rangehood, including filter, to be degreased
- Kitchen cupboards to be cleaned inside and out including drawer runners and cutlery trays
- Tiles and bench tops to be thoroughly cleaned and free of grime
- Tops of suspended cupboards to be cleaned
- Sinks to be cleaned and polished – remember to leave the plugs
- Tap spouts/handles/fittings to be cleaned

Wall/Doors/Wardrobes

- Walls to be left clean - all scuff marks to be removed
- Doors and door frames to be cleaned
- Any unapproved hooks to be removed, hook holes or pin holes to be filled and repaired to a professional standard
- Tops of skirting boards, power points and light switches to be cleaned
- Wardrobes – inside and out to be left clean and free of scuff marks

Bathrooms

- All mould to be removed from tiles, grouting, walls, ceiling or other surfaces
- Vanity and basins to be cleaned inside and out including tap handles & fittings
- Bath and toilet to be cleaned thoroughly
- Shower recess and glass to be thoroughly scrubbed to remove all soap residue and mildew, then buffed with a soft, dry cloth – be careful not to leave cleaning product residue
- Exhaust fans & covers to be removed and cleaned
- Toilet seats to be removed, cleaned, then replaced
- Clean all toilet bases & pipes

Laundry

- Tub to be cleaned inside & out – remember to leave plugs
- Taps handles and fitting to be cleaned

Gardens

- Lawns to be mowed and edges trimmed
- Garden beds and pebbled areas to be left free of weeds
- No dog holes, excreta, clothes pegs, bottle tops, cigarette butts etc to be left behind
- Under eaves, gutters and patios to be cleaned and free of mildew, cobwebs and moth eggs

Garage

- All scuff marks and cobwebs to be removed from walls
- Driveway, garage and carport floors to be free from oil and grease stains
- Back of door to be cleaned

Swimming Pool

- Equipment to be left in working condition and stored in the garage.
- Pool must be balanced at the time of handover.