

## Final Inspection Checklist

We have listed all the items that must be attended to prior to vacating to receive the refund of your bond in full. Please go through this checklist and sign where indicated to acknowledge you have completed all these items. Please return the checklist to our office along with your keys on the last day of your tenancy.

- Rent paid up until the date the keys are handed back to our office
- Carpets to be professionally steam cleaned and a receipt provided
- All floors and skirting boards to be swept, mopped, scuff marks removed and free from dust
- All walls, ceilings and doors to be cleaned of marks and stains including inside of wardrobes
- All cupboards and drawers to be cleaned thoroughly inside and out
- All light fittings to be cleaned and any dead insects removed. Any blown light globes must be replaced
- All exhaust fans and vent covers to be removed and cleaned. Cover must be free of dirt and dust
- All windows, tracks, window sills and flyscreens to be cleaned inside and out, free of dirt and dust
- All blinds/curtains to be cleaned and free from dirt and dust
- All cobwebs removed internally and externally, including the garage
- Bathrooms & Toilets – pay attention to these areas; shower screen, bath, grout and tiles, mirror, basin, toilet seat and cistern, must be free of dirt, dust, mould and soap residue. Shower curtains must be washed where applicable
- Stove top and ovens must be thoroughly cleaned and free of grease. (Griller and drip trays included)
- Rangehood filter to be thoroughly cleaned and free of dirt and grease
- Dishwasher emptied and cleaned with no lingering smell
- Lawns must be mowed with edges trimmed and garden beds free of weeds
- Garage, driveways and paths to be hosed down, free of dirt, grease and oil stains
- All personal items and rubbish must be removed – *do not leave rubbish on the nature strip as you will receive a fine from the council*

- Any damage to the property must be repaired to standard prior to the final inspection
- Furnished properties – furniture and whitegoods to be cleaned thoroughly and placed in the same position as when the tenancy commenced
- Ensure all smoke alarms are in place with operating batteries
- Arrange for final readings of the relevant utilities/connections to the property
- Ensure all mail is re-directed to your new address
- Ensure the power mains are switched off prior to vacating the property

I/We acknowledge we have thoroughly cleaned and vacated the property prior to returning the keys.

Signed \_\_\_\_\_

Date \_\_\_\_\_