

In order for us to properly check the premises for maintenance during Inspections it is important that the property be presented in a clean and tidy manner. We suggest you follow this Property Inspection Guide in preparation of your next Inspection.

OUTSIDE

	ITEM	COMPLETION
•	Lawns mowed and grass clippings removed from property.	
•	Weeds to be removed from lawn and garden beds.	
•	Weeds to be removed from paving.	
•	Cobwebs to be removed from eaves, carports and sheds.	
•	Where pets are kept on the property, all animal droppings to be removed.	

INSIDE

	ITEM	COMPLETION
GENERAL		
•	Carpets vacuumed	
•	All hard floors swept and washed (floorboards, tiles, polished concrete, vinyl) – we advise against using a steam mop on wooden floors due to the high incidence of damage occurring	
•	All windows, sills, runners and fly-screens cleaned	
•	Skirting boards dusted and cleaned	
•	Insect spots washed off from walls and ceilings (if necessary)	
BATHROOM		
•	Shower cubicle/glass, tray and bath tub cleaned	
•	Handbasin / vanity and mirrors cleaned	
•	Toilet cleaned	
•	Clean exhaust fan	
KITCHEN		
•	Oven, shelves, grill, drip trays & hot plates cleaned.	
•	All kitchen bench tops and cupboard doors cleaned.	
•	Kitchen sink cleaned	
•	Clean range hood / exhaust fans incl all filters	
LAUNDRY		
•	Laundry Tub cleaned	
•	Clean exhaust fan	