



Shop 1, 725 Gympie Road Chermside , 4032  
Ph: 07 3350 3433 -- Fax: 07 3359 0879

## Moving Out - Final Inspection Guide

This guide identifies key points to assist you with the cleaning of the property to a satisfactory state prior to vacating. This is a general guide only and is not intended to be an exhaustive list. If cleaning or repairs are needed you are reminded that it is your responsibility to make sure they are done prior to the final inspection.

**\*IMPORTANT NOTE:** The property must be left in like condition to that documented in the Entry Condition Report taking into account fair wear and tear. Failure to adhere to this requirement will result in delays and affect the refund of the Bond.

It is essential that you tick all relevant boxes on this form as an indication of completion of the task. The signed and dated completed **FORM MUST** be returned to Harcourts Chermside at the same time as the **KEYS**. Without completion of this form, a speedy bond refund cannot be guaranteed.

### General Cleaning

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Walls                               | <input type="checkbox"/> Windows/Sills/Frames/Tracks | <input type="checkbox"/> Ceiling fans   |
| <input type="checkbox"/> Skirting boards                     | <input type="checkbox"/> Sliding door/tracks         | <input type="checkbox"/> Light fittings |
| <input type="checkbox"/> Doors – Frame, Surface & Handles    | <input type="checkbox"/> Security Screens & Tracks   | <input type="checkbox"/> Light switches |
| <input type="checkbox"/> Floors - Carpet                     | <input type="checkbox"/> Insect Screens              | <input type="checkbox"/> Power points   |
| <input type="checkbox"/> Cupboards/ Wardrobes (inside & out) | <input type="checkbox"/> Blinds/Verticals/Curtains   | <input type="checkbox"/> Remove cobwebs |

### Kitchen

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Benchtops                           | <input type="checkbox"/> Oven/racks/griller/drip tray             | <input type="checkbox"/> Exhaust Fans & Filters |
| <input type="checkbox"/> Tiles/Splashback                    | <input type="checkbox"/> Stove Top/elements                       | <input type="checkbox"/> Sink & Tapware         |
| <input type="checkbox"/> Cupboards (inside, outside & doors) | <input type="checkbox"/> Rangehood (Grease-free & Replace Filter) |   |

### Bathroom

- |  |  |                                |  |
|--|--|--------------------------------|--|
| <input type="checkbox"/> Shower recess- tiling & grout     | <input type="checkbox"/> Vanity/Sink                                 | <input type="checkbox"/> Tiles | <input type="checkbox"/> Shower screens/curtains |
| <input type="checkbox"/> Cupboards (inside & outside)      | <input type="checkbox"/> Exhaust fan                                 | <input type="checkbox"/> Bath  | <input type="checkbox"/> Mirrors                 |
| <input type="checkbox"/> Remove mould off walls & ceilings | <input type="checkbox"/> Toilet (bowl-inside & out/seat/lid/cistern) |                                |  |

### Laundry

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Laundry tub/s | <input type="checkbox"/> Dryer– Remove Lint residue | <input type="checkbox"/> Washing Machine |
| <input type="checkbox"/> Cupboards     |   |  |

### Veranda/Patio/Balcony/Courtyard

- |   |                                   |                                 |
|---|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Sweep/mop floors | <input type="checkbox"/> Railings | <input type="checkbox"/> Stairs |
| <input type="checkbox"/> Remove Cobwebs   |                                   |                                 |

### Lock-up Garage

- |                                       |                                |                                       |
|---------------------------------------|--------------------------------|---------------------------------------|
| <input type="checkbox"/> Floor        | <input type="checkbox"/> Walls | <input type="checkbox"/> Light switch |
| <input type="checkbox"/> Power points |                                |                                       |

### Grounds/Yard

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Mow Lawns                    | <input type="checkbox"/> Trim Edges     | <input type="checkbox"/> Weed gardens   |
| <input type="checkbox"/> Garbage Bins - Clean & Empty | <input type="checkbox"/> Remove rubbish | <input type="checkbox"/> Clean Driveway |

### Other Important Information

- A receipt for carpet cleaning and pest control (if applicable) must be presented at the same time as the return of the keys.
- **ALL Keys** are to be returned on the day and time specified.
- Final readings are to be done on the Electricity, Gas and Water supply.
- Advise Telstra that you are moving and Redirect your mail at Australia Post.

.....

Tenant/s Signature

...../...../.....  
Date