

Final Inspection Guide.

Satisfactory completion of the following will ensure your bond is refunded promptly.

Vacate Inspections are carried out on the next business day after your vacate date.

If you wish to be present at the inspection please notify your property manager as soon as possible.

To avoid cleaning charges and unnecessary deductions from your bond, we strongly recommend that you attend to the following items before vacating the property and returning the keys to our office.

Should keys not be returned on your vacate date, you will be charged rent for every day that they are late.

- Mail – Please re-direct your mail to your new address. Re-direction forms are available from the Post Office or online at auspost.com.au. We also suggest that you update your new address with the Australian Electoral Commission at aec.gov.au/enrol
- Utilities – Please ensure you disconnect the gas and electricity and accounts are finalised. You will also need to notify North East Water of your vacate date, in order for them to finalise your account.

Cleaning Guide

Internal

- Walls – All removable scuff marks and other dirty marks are to be removed. Remember to dust along the top of power points, TV points and phone points.
- Carpets – All carpets must be professionally cleaned and a receipt provided to our office when keys are returned.
- Ceilings – All cobwebs to be removed. Ensure any mould is removed by cleaning, particularly in wet areas and behind furniture.
- Light Fittings – Dust light fittings and remove any dead insects from light shades. Ensure all light bulbs are working at the time of vacating.
- Ceiling fans – Wipe fan blades if safe to do so and dust around tops of fittings.
- Skirtings – To be dusted and wiped with a damp cloth.
- Doorways and doors – Finger marks and any other removable marks to be wiped off.
- Windows – Clean inside and out. Wipe out dust and any dead insects etc. from the sills and runners. This is also relevant for any sliding doors.
- Flyscreens and screen doors – Brush and dust down all flyscreens and screen doors.
- Stoves – Clean stove top, control display, knobs and surrounding panels, any pull out or in-built trays, griller racks, trays and any inserts, oven racks, trays and oven bottom, walls and oven roof. A good oven cleaner will clean most ovens – however, please read the instructions carefully on the product as some can damage surfaces (eg. Stainless Steel)

- Kitchen rangehood – Clean pull out filters and framework.
- Dishwasher – Remove any debris from the bottom drainer and clean with dishwasher purpose cleaner.
- Bathroom – Clean sink, mirror, cabinet, vanity unit and drawers, shower recess, glass screen and doors, bath and wall tiles. Please ensure the plugs are present for the bath and sink.
- Toilet/s – Clean cistern, bowl and outside around the base. Don't forget to clean behind the toilet.
- Laundry – Clean both inside and outside of the trough, and underneath. Please ensure the plug is present.
- Tiling – Ensure all tiling and grouting to areas including the kitchen, toilet and bathroom are clean.
- Exhaust – Clean all vents and fan covers of dust and dirt.
- Air-Conditioner – Clean front vents and filters of built up dust. If there is ducted air-con the vents need to be dusted and wiped free of any dirt.
- Cupboards/Drawers – Please wipe and/or wash (where possible) inside and out. Don't forget the tops of the cupboards.
- Blinds/Curtains – Blind slats are to be dusted and wiped down. Please be careful as some types of blinds are more prone to breaking or bending. Curtains are to be washed and re-hung where possible. Be careful if you have sheer or lace curtains as they can sometimes deteriorate when washed.

External

- Lawns – Should be mowed and edged, preferably 2-3 days prior to vacating. Any dog droppings must be removed.
- Gardens – All gardens need to be weed free and any rubbish removed.
- Rubbish – All rubbish is to be removed from the property. Be sure to check behind sheds, under shrubs and trees. This includes discarded cigarette butts, lawn clippings piles and compost left.
- Paths and Paved areas – Should be swept just before you vacate. Any oil spillage is to be removed from driveways and garage floors.
- Pets – Any damage caused by your pet, such as chew damage to watering systems etc., must be rectified prior to you vacating.
- Cobwebs – External cobwebs to be removed from eaves, awnings and ceilings.

What does “Clean and Fair Wear and Tear” mean?

Legislation states that the Tenant must leave the property in the same condition as when the tenancy commenced, taking into consideration fair wear and tear.

As property managers we have high expectations and standards when it comes to final inspections. The definition of “Fair Wear and Tear” is ‘minor signs of usage over a protracted period of time’.

Areas that are not considered Fair Wear and Tear include:

- Holes in flyscreens
- Marks/damage to carpets
- Chipped tiles
- Dead insects in light fittings
- Marks/damage to drapes
- Dusty/dirty window and door tracks