

Final Inspection & Cleaning Guide

PLEASE COMPLETE, SIGN AND RETURN WHEN RETURNING THE KEYS

KITCHEN

TENANT	AGENT	
		Stove – especially behind the stove
		Griller and drip trays
		Oven rack and oven – especially top of the oven inside and out
		Rangehood filters removed and cleaned/exhaust fan – fan removed and cleaned
		Dishwasher - clean out filter and rim of dishwasher and wash cycle with a rinse
		Wipe out all cupboards - inside and out
		Splash back/tiles wiped over

BATHROOM/ENSUITE

		Bath
		Shower – screen clean of residue, frame, drain and base
		Tiles
		Toilet
		Vanity sink and cupboard wiped inside and out
		Exhaust fan and light fitting

LAUNDRY

		Laundry tub and drain – clean and free from debris
		Laundry cupboards wiped inside and out

EXTERNAL

		Lawns – are they mowed, and whipper snipped
		Garden beds – are they weed free and tidy
		Do the plants need a tidy up
		Are lawns and garden beds appear healthy and watered

INSIDE GENERAL

TENANT	AGENT	
		All light covers/fittings to be cleaned inside and out
		Blown light globes replaced
		All light and power switches cleaned
		Skirtings wiped down
		Window and window tracks clean from debris and screens clean
		Fly screens and security screens
		Cobwebs
		Walls to be washed/wiped down free from marks
		Air vents to be cleaned
		Ceiling fans to be cleaned
		Lace curtains only to be washed, venetians to be dusted/wiped
		Vinyl, linoleum, timber or tiled floors to be washed/mopped
		Carpet to be professionally cleaned and flea treated (if pets were kept at the property)
		A receipt for this must be provided to our office when returning keys

GENERAL OUTSIDE

		All light covers/fittings to be cleaned inside and out
		Blown light globes replaced
		All light and power switches cleaned
		Skirtings wiped down
		Window and window tracks clean from debris and screens clean
		Fly screens and security screens
		Cobwebs



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TENANT REQUIREMENTS ON VACATING PREMISES

CARPET	Carpets MUST be cleaned by a professional carpet cleaner. A copy of the paid account must be handed in with the keys on the day you vacate the property. No self hire carpet machines are acceptable. The carpet cleaner you choose must agree to guarantee their work and re-do work found to be unsatisfactory.
CLEANING	The premises (including the grounds and exterior of the building) must be left in a clean and tidy condition. The stove, refrigerator, dishwasher, washing machine and dryer (where applicable) must be cleaned thoroughly. Walls should be wiped clean of dust and other marks. Cupboards should be emptied and wiped out. All light fittings are to be cleaned thoroughly and dead insects removed. Please ensure you leave all lights with globes in tact and working.
CURTAINS	Curtains if washable (e.g. lace sheers) to be washed and re-hung. Drapes, curtains, venetian blinds and vertical blinds to be dusted and spot cleaned.
DISCONNECTING	Please do not disconnect power and gas until 3 business days once keys are returned back to the office, to ensure we are able to check if everything is in working order during the exit inspection.
GROUND	Where applicable lawns must be mowed and gardens weeded and left clean and tidy.
KEYS	All keys & garage door remotes must be handed in at the agreed time on the vacating date. This must include all the duplicate keys/remotes, if made any.
MAIL	Have you arranged for the redirection of your mail through the local post office? Have you notified charge of accounts, bank, insurance etc change of address?
RUBBISH	All rubbish must be removed from the premises and its surrounds. Yellow and Red bins must be emptied and cleaned prior to vacating the property.
TV BOOSTER, HOSES, SPRINKLERS, COUNCIL BINS	These must remain at the property. Should they be missing at the final inspection we will have the cost of these deducted from your bond.
WINDOWS/ DOORS	All fly screens/security screens and doors (including window and door tracks and door jams) must be left in a clean and tidy, workable condition.
WINDOW BLINDS	All blinds must be clean and in working order. Broken linkages, clips or control cords on vertical or other blinds must be repaired.

