

## FINAL INSPECTION GUIDE

Phillis Real Estate Property Management have compiled this guide to assist tenant/s in preparing their rental premises for **final** inspection.

The ‘**in-going**’ inspection report is the primary document that our property management team will refer to for comparison of the premises when you leave.

The property management team have expectations that you the tenant/s, prior to this final inspection will address issues of **cleanliness, maintenance** and **property damage**.

Failure to address those issues can result in costs being incurred and charged against your bond.

Please take time to carefully read the following guidelines to ensure you have the premises ready for presentation at the final inspection.

### **INSIDE THE PREMISES (CLEANING)**

<input type="checkbox"/>	<b>1</b>	<b>Walls</b>	Remove dirty, scuff, finger marks and cobwebs
<input type="checkbox"/>	<b>2</b>	<b>Ceilings</b>	Remove dirt marks and cobwebs
<input type="checkbox"/>	<b>3</b>	<b>Doors / Frames</b>	Remove dirt and finger marks
<input type="checkbox"/>	<b>4</b>	<b>Skirting Boards</b>	Dust and / or clean
<input type="checkbox"/>	<b>5</b>	<b>Window</b>	Sills and window runners – remove dust/dirt/other debris
<input type="checkbox"/>	<b>6</b>	<b>Windows</b>	Inside and out to be clean – smear free
<input type="checkbox"/>	<b>7</b>	<b>Flyscreens</b>	Brush off dust and cobwebs
<input type="checkbox"/>	<b>8</b>	<b>Screen Doors</b>	Front and Back – frames wiped and wire brush off dust/dirt
<input type="checkbox"/>	<b>9</b>	<b>Ceiling Fans</b>	Blades washed and tops clean/dusted
<input type="checkbox"/>	<b>10</b>	<b>Light Fittings</b>	Clean/dusted outside and inside (globes and shades) – lights to be in working order
<input type="checkbox"/>	<b>11</b>	<b>Floors</b>	Vinyl floors and/or tiled floors in wet areas, bathroom, toilet, laundry to be scrubbed/washed – ensure corners and hard to get to areas are cleaned – Other floors swept/cleaned
<input type="checkbox"/>	<b>12</b>	<b>Carpets</b>	Professionally cleaned – use professional carpet cleaning services – do it yourself machines do not always give good results – and/or vacuum
<input type="checkbox"/>	<b>13</b>	<b>Blinds/Curtains</b>	Remove dust and/or dirt – wash washable curtains and netting
<input type="checkbox"/>	<b>14</b>	<b>Stove/Oven/Griller</b>	Clean stove top, burners, hotplates, griller, drip trays, oven, control knobs and general body of unit – remove carbonised food matter – (use a good brand of oven cleaner – NOTE: read instructions before use)
<input type="checkbox"/>	<b>15</b>	<b>Cupboards/Drawers</b>	Clean/wash thoroughly inside and out, including doors
<input type="checkbox"/>	<b>16</b>	<b>Tiling</b>	Clean/wash all tiled areas, kitchen, bathroom, toilet and laundry areas

<input type="checkbox"/>	17	<b>Bathroom</b>	Clean/wash wall tiles, bathroom cabinets, shower recess, shower screens, bath, basin and mirrors – remove soap residue and mould
<input type="checkbox"/>	18	<b>Laundry</b>	Clean/wash trough and cabinet inside and outside
<input type="checkbox"/>	19	<b>Toilet</b>	Clean cistern, seat, pan inside/outside and around base
<input type="checkbox"/>	20	<b>Exhaust Fans/ Vents/ Range-hoods</b>	To be cleaned/washed including any covers
<input type="checkbox"/>	21	<b>Air-conditioners/ Vents/Filters</b>	To be cleaned/washed – free of dust/dirt built up

## **OUTSIDE THE PREMISES**

<input type="checkbox"/>	22	<b>Lawns</b>	Cut and properly edged
<input type="checkbox"/>	23	<b>Gardens</b>	Remove weeds, build-up of leaves, twigs, branches, etc.
<input type="checkbox"/>	24	<b>Rubbish</b>	Remove all rubbish <b>YOU</b> have placed at the property, including lawn clippings/compost, etc.
<input type="checkbox"/>	25	<b>Oil/Spillage</b>	Clean garage/carport floors, verandahs, paths, driveways and barbecue areas

## **DO YOU HAVE PETS?**

<input type="checkbox"/>	26	<b>Faeces</b>	Remove from lawns/gardens/other places – <b>do not bury</b>
<input type="checkbox"/>	27	<b>Dog/Cat Stains</b>	Check outside walls, etc. where dog/cat regularly lies
<input type="checkbox"/>	28	<b>Dog/Cat Urine</b>	Clean where your pet urinates
<input type="checkbox"/>	29	<b>Dog/Cat Damage</b>	Check/repair screen doors, flywire screens, curtains, water systems and hoses

## **OTHER THINGS TO DO?**

<input type="checkbox"/>	30	<b>Have your mail re-directed?</b>	Contact Post Office
<input type="checkbox"/>	31	<b>Utilities?</b>	Electricity, Gas & Telephone, etc. Advise service provider you have left address and cancel service – notify them of your forwarding address
<input type="checkbox"/>	32	<b>Book Carpet Cleaner?</b>	Cleaning of carpets should be done last when property is vacant and clean
<input type="checkbox"/>	33	<b>Contact Phillis Real Estate Property Management?</b>	One week prior to vacating to book final inspection
<input type="checkbox"/>	34	<b>Cleaning Products?</b>	Please have some available at the final inspection for areas where cleaning may have been missed

We have included check boxes beside each numbered point to assist you in the preparation of the property.

**THANK YOU FOR YOUR ASSISTANCE**