

Final Inspection Guide and Vacating Checklist

1. The rent MUST be paid up to and including the day the keys are returned to this office.
2. The physical BPAY rent card must be returned to the office upon returning possession. Failure to do so will incur in a \$30 replacement card fee to be deducted from the bond.
3. Ensure that ALL keys to the property (including remote control/s, padlock keys, letterbox, etc) are provided when delivering vacant possession back to our office.
4. All cooking appliances must be thoroughly cleaned and free of oil stains, grease and dirt. Particular attention to the oven and stove - ensure you go over the control display, knobs, any pull out or in-built trays, griller racks, oven racks, trays and inserts, oven bottom, roof and walls.
5. Rangehood to be cleaned/de-greased including the filters, ensuring free of grease and oil. Inside components also require cleaning. Splash back tiles/glass to be cleaned and free of grease and oil.
6. Exhaust fans - remove covers to exhaust fans in bathroom/s and wherever else they exist within the home and soak, wash and replace. Air vents to be dusted and cleaned.
7. All kitchen, bathroom and laundry cupboards to be cleaned thoroughly inside and out.
8. Walls - clean off any dirty, scuff marks, fingerprint marks, food splatter marks with sugar soap or similar product.
9. Wipe down light switches from dirty fingerprint marks and smudges.
10. Doors, door frames and tracks to be left clean and undamaged.
11. Cobwebs to be removed and cleaned from ceiling cornices, walls and window frames.
12. All floors and skirting boards to be washed and dust free.
13. All ceiling fans throughout to be cleaned and dust free (if applicable).
14. Air conditioners and filters to be cleaned and dust free (if applicable).
15. All lights fittings to be cleaned and free from insects/dust. All light globes must be left in working condition.
16. All mirrors to be cleaned throughout, including wardrobe door mirrors (if applicable).
17. All blinds, curtains and venetians to be cleaned, washed or dry cleaned according to fabric and as required. All blind strings to be attached and secure.
18. Insect screens to be removed carefully and hosed/brushed/cleaned.
19. All benches and floors to be cleaned and free from dirt and grease, including the corners.
20. Sink taps and disposal unit (if applicable) cleaned and polished.
21. Clean the dishwasher, wiping over internal door, remove debris from the bottom drainer (if applicable).
22. Particular attention should be paid to Bathroom: shower recess and shower screen/tiles to be scrubbed/cleaned and grouting to be free of all soap residue and mildew. Clean shower curtain (if applicable). Clean sink, vanity unit and drawers, bath and wall tiles.
23. Toilet to be cleaned thoroughly, including bowl, lid, seat, cistern and behind the toilet.
24. Clean under laundry tub and all plugholes are to be cleaned and free from debris.
25. Carpets to be thoroughly vacuumed and professionally steam cleaned as per your Lease Agreement.
26. Driveways, carports, garages and any concrete areas to be free from oil and grease stains.
27. Garage / shed must be empty and floor area swept. No rubbish to be left in the gardens or around the property. Hard rubbish removal must be arranged through your local council, please make your own enquiry.
28. Cobwebs to be removed from outside eaves, awning and ceilings.
29. All garbage bins to be emptied and washed clean.
30. All lawns and gardens must be mowed and edges trimmed 2-3 days before vacating. Do not dump grass clippings in garden beds or behind sheds. Garden beds and pebble areas to be weeded.
31. Return your Bond Claim form completed and signed by all tenant/s registered with the RTBA.
32. Please note our recommended cleaner is Justin from Monash Cleaning Services 0423 520 523 and Chun from Carefully Clean 0412 338 078. We do not send any advertising material recommending other cleaners or contractors that you may find in your letterbox. Our recommended gardener is John Wildes 0466 136 654.

This Vacating Guide is to assist you in making your moving and vacating process as stress free as possible. The property should be left in the same condition or better when the lease commenced. Obvious fair wear and tear is excepted and considered at the end of the lease.