

## **FINAL INSPECTION GUIDE**

**BOND REFUND:-** In accordance with the requirements of the Residential Tenancies Bond Authority, you must complete and sign a Bond Claim form for the refund of Bond money. This Claim form must be signed by the same persons/ who signed the Bond Lodgement Form. Both landlord and tenant must agree on the amount to be refunded to you and sign the form.

In accordance with the Residential Tenancies Act, we have 14 days in which to process a Bond Claim, and your co-operation will help overcome any delay. To avoid a delay in the refund of your Bond, please ensure:-

- All RENT and CHARGES due are paid in full
- Any damage caused during the tenancy has been acceptably repaired/replaced
- All carpeting has been **professionally** steamed cleaned prior to final inspection

**FINAL INSPECTION:-** The final inspection is carried out when the property is vacant. **A high standard of cleanliness and presentation is expected and to assist you, we provide the following guide:-**

1. Stove, cooktop, griller, oven, rungs, drip trays, dishwasher (attention to behind and beside), sink and taps to be cleaned and grease/food residue free
2. All exhaust fans and Range-hood to be removed and cleaned
3. All air vents, heating and cooling vents to be cobweb and dust free
4. All windows, fly screens, window sills and skirting boards to be cleaned and dust free
5. Drapes, curtains, venetian blinds (if any) to be washed and all marks cleaned off fabric/vinyl blinds
6. All cupboards in and out, wall tiling, benches cleaned and free from grease and food residue
7. Walls, door frames to be washed and all marks, Blue Tac, sticky tape to be removed and repaired if necessary
8. All hard floors to be washed and left streak free
9. All light fittings to be cleaned inside and outside
10. Carpets to be **professionally steam cleaned** and marks removed. (Supermarket cleaning equipment is not classed as professional cleaning)
11. All cobwebs to be removed and exterior walls broomed down
12. Pay particular attention to the laundry and all bathrooms, shower recess, tiling, grouting, shower glass screens, vanity basins, benches, cupboards and toilets. Remove all mould, hair, soap/shampoo residue, dust and dirt
13. Driveway, carport/garage to be free of all oil stains, leaf and garden debris
14. All rubbish and unwanted goods, pot plants etc to be removed from the property

15. Lawns must be mown, edges trimmed, garden beds weeded, all shrubs , trees, bushes pruned and paths swept clean of all garden debris
16. If a pet/s have been kept, the property must be totally fumigated
17. All items on inventory to be accounted for (if applicable) and to be cleaned
18. Pool to be clean, free of debris and water balanced (if applicable)

**SERVICES:-** If you need help with the vacate clean we recommend the following services –

- **CONTRARY TO ANY ADVERTISING FLYERS OR LETTERS YOU MAY RECEIVE, WE DO NOT RECOMMEND ANY COMPANIES APART FROM THESE LISTED.**

**CARPET CLEANING & CLEANER**

- |   |              |
|---|--------------|
| - Brush N Broom                           | 0422 284 281 |
| - Nepean Tile and Carpet Cleaning Service | 0418 649 846 |
| - Radius                                  | 0478 116 141 |

**HANDYMAN**

- |                          |           |
|--------------------------|-----------|
| - ASAP Property Services | 9793 3338 |
|--------------------------|-----------|

**GARDENING**

- |                   |              |
|-------------------|--------------|
| - Brian Longhurst | 0466 732 153 |
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- ***Please note - If the carpets are damaged by a less than satisfactory carpet cleaner you may be held responsible for repairs or replacement of carpets.***

**REMEMBER:-** Please..... Do not forget to notify GAS, ELECTRICITY, TELEPHONE, WATER AND PAY TV FOR FINAL READINGS, DE-ACTIVATE YOUR DEFT CARD and, HAVE ALL MAIL RE-DIRECTED. The in-coming tenant is not responsible for forwarding your mail to your new address and you will not receive important postal items.

**FINAL THINGS:-** When you have finished and are leaving the property, please provide our office with -

- All copies of keys and/or remotes to the property
- A forwarding address and phone number/s
- The receipt for professional carpet steam cleaning

*We thank you for your co-operation and efforts to present the property in the best possible condition for the final inspection and wish you well in your new accommodation.*

*The Property Management Team  
at MITCHELL TORRE REAL ESTATE*