

We have prepared this guide to assist you in getting your rental premises ready for the final inspection of the property.

We cannot conduct the final inspection of the property until you have removed all your belongings and have returned all keys. (Don't forget to retrieve any keys given to friends or relatives.)

You will no doubt want your bond refunded quickly after you vacate. For your tenancy to be finalised and your full bond paid, you must ensure that:

- a) **Contact details** – we have your forwarding address and other contact details: we can't get money to you if we don't know where you are!
- b) **Rent** – any outstanding rent is paid promptly.
- c) **Property ready** – The property is cleaned, carpets professionally cleaned and grounds returned to their ingoing condition. Please follow the final inspection checklist below. The property must also pass the final inspection conducted by us.
- d) **Outstanding amounts** – Any monies outstanding e.g., water, any damage compensation amounts and break lease fees are paid.
- e) **Keys** – all keys, remote controls etc., have been returned. (Don't forget that rent is payable until all keys are returned to the office.)
- f) **Bank account** – we have your bank account details for refund of the bond.

Please note that it is against the law to withhold rent at the end of your tenancy with the intention for this to be deducted from the bond. Your rent must be paid in full, leaving you bond intact.

Please use the following final inspection checklist to ensure the property is properly prepared for the final inspection. If the cleaning is not completed thoroughly, it can result in extra costs and delay the return of the bond. Carpets must be cleaned to the same standard they were in when you moved in: **that usually means professionally steam cleaned.**

The moving process can be very tiring and the temptation is to take shortcuts. Remember, we can assist you by arranging professionals to assist with cleaning, carpet cleaning, gardening, rubbish removal and general maintenance. A small amount spent using these services might be very beneficial.

Check your ingoing condition report – the law requires the property be left in the same condition in which you occupied it, except for normal wear and tear.

Any damage or abnormal wear and tear must be repaired at the tenant's expense.

General

- Mail redirection** - ensure that all mail is redirected to your new address. ISR will not forward mail. Australia Post will assist you with the appropriate forms.
- Utilities** – electricity, gas, phone etc. Ensure all suppliers are advised and accounts relocated accordingly. The next occupant might be pleased if you forget, but you probably won't be!
- Appliance manuals** - leave all manuals for property appliances in the kitchen.
- Keys** – ensure you have all keys handed to you at the start of your tenancy. Also hand over any extra key sets you had cut. Remember the letterbox key if applicable. Remember: rent can be charged until all keys are returned to the office.

Inside the Property

- Walls** – clean off any dirty marks, removable scuff marks, finger and food marks etc. Remove picture hooks if requested and putty the holes.
- Ceilings** – remove any cobwebs.
- Ceiling mould** – clean off all mould (particularly in wet areas and sometimes in bedrooms).
- Light fittings** – remove light fittings and clean ensuring removal of dust and any insects.
- Ceiling fans** – wipe fan blades and tops of fittings to remove any dust build up.
- Skirting boards** - wipe skirts down with a damp cloth to remove any dust, scuffs and any insects or cobwebs.
- Doorways, doors** – wipe off finger marks and remove any scuff marks etc.
- Windows** – clean windows inside and out. Nearly all modern sliding aluminium windows can be lifted and pulled out for easy cleaning.

- Sills, window tracks and runners** – wipe out dust build up and any dead insects. (A vacuum cleaner and paint brush can really help get the tracks clean).
- Flyscreens** – brush and dust down. Please be aware, any damage to the flyscreen mounts will be repaired at the tenant's expense.
- Air-conditioning ceiling ducts and vents** – wipe cleaning ceiling ducts and ensure air intake vents are cleaned. (A professional cleaner can steam the intake vents if extremely dusty).
- Cupboards / drawers** – clean/wash inside and out. Ensure all cupboard doorframes and doors (front and back) are cleaned.
- Curtains** – wash any washable curtains and netting. If other curtains are visibly dusty or dirty, consider dry cleaning.
- Blinds** – ensure all blind slats are wiped down and any viable dust / dirt / marks are removed.
- Hard floors** – hard floors to be mopped/washed. Ensure corners and hard to get areas are also cleaned.

Carpet – please ensure the carpets are properly cleaned. Be aware that using cheap 'do it yourself' carpet cleaning hire machines may initially save on cost, but in the long run may cost you a lot more as they generally do not have the power to get carpets clean **and dry** properly. This can result in professional carpet cleaners still being required after you have paid to hire the machine as well.

Outside the property

- Lawns** – freshly mowed and edged (best completed a couple of days before the final inspection).
- Gardens** – remove any weeds, any garden rubbish and built up leaves etc.
- Gutters** – if it is safe to do so, ensure gutters are freshly cleaned of any dirt, silt, leaves and twigs.
- Cobwebs** – brush down cobwebs from walls, eaves and around the windows.
- Garbage bins** – must be **empty** and **clean**.
- Paths, verandahs, decks** – sweep and hose all decking and paved areas.
- Oil spillage** – check and clean carport, garages and driveways. If you have used a barbeque check for any grease spots and spillages.
- Cigarette butts** – remove **all** cigarette butts.
- Garages and tool sheds** – remove any items from inside and behind garages and tools sheds that belong to you, including rubbish. Wash down the garage door.
- Under the house** – remove any items, including rubbish that belongs to you from under the house.

If you have a pet

- Pet droppings** – remove any droppings from gardens, lawns and any out of the way areas. Please dispose of them in the bin. **Do not bury them.**
- Dogs stains and urine** – remove / clean when your pet may habitually urinate (base of walls, verandah posts etc.)
- Dog / cat claw and chew damage** – check screen doors, flyscreens and curtains. Please replace the screen wire if required. Rectify any chew damage.
- Pet hair** – Ensure any visible pet hair inside is removed
- Fumigation** – if your lease stipulates fumigation, please ensure this is arranged.
- Carpet** – please ensure the carpets are properly cleaned. If pets are noted on your lease you agreed to have the carpets professionally cleaned at the end of your tenancy. **'Do it yourself' hire machines are not classed as professional cleaners.**

Have you checked your ingoing condition report? Remember...the law requires that you leave the property in the same condition you occupied it, except for normal wear and tear.