

FINAL INSPECTION CHECKLIST

- Wash interior walls and woodwork/ doors free of all dirty marks (sugar soap recommended)
- Net curtains to be taken down and wash thoroughly
- Drapes are to be washed or dry cleaned as according to fabric instructions
- Carpets to be cleaned by a competent carpet cleaning company (NOT self-hire machines)
- All hard floors to be swept and washed and all skirting boards to be washed.
- Check all light bulbs are in working order and not missing.
- Clean windows (inside & out) & tracks, flyscreens and windows sills dust/ cobweb free
- Clean stove, oven and griller & their racks and pans
- All cupboard's to be cleaned and wiped down (inside & out)
- Air-conditioner filters/vents and covers to be cleaned/ washed
- Exhaust fans in bathrooms and kitchen to be removed & cleaned
- Dust & wipe light fittings & ceiling fans
- Remove rubbish from interior and exterior of property entirely
- Mow lawns and Trim edges
- Gardens to be neat and tidy & clean of all debris & rubbish removed (weed free)
- Cobwebs to be removed throughout premises, internally & externally on ceilings and walls.
- Clean bathroom, toilet and laundry areas (Shower screen to be smear free). Shower curtains to be replaced.
- Tidy garages and sheds.
- Driveways, carports and all concrete areas to be free from oil stains and weeds & swept clear
- Ensure that any damages done during your tenancy are fixed.
- Rubbish bins to be emptied prior to vacating.
- Please make sure all keys and any copies are ready to hand back as well as remotes provided.
- All appliance manuals returned of day of final inspection otherwise costs will incur.
- If any Furniture/ Linen/ Manchester/ Crockery/ Cutlery/ Glassware supplied to be cleaned
- Notify Telephone, gas and electricity supply if connected for final readings (*have electricity disconnection the day after the final inspection, allowing us to check things are working*)
- Make sure all mail is re-directed to your new address, as mail will not be forwarded.

***** Anything not on this list please check against the ingoing condition report for reference *****

**** Please attach copies of invoices for carpet cleaning or other professional services used & Leave this form for us at final inspection or hand to us completed ** (This Form MUST be returned at the final Inspection)**

It is a requirement under the Residential Tenancies Act, that you leave the property in a clean, tidy manner when you vacate the premises. Failure to do this may result in the need to reschedule the final inspection with costs being incurred. Please also refer to you ingoing condition report to make sure you have covered all areas.

For Bond Refunds, please provide the following information:

(1) Name: _____

Email: _____

Forwarding Address: _____

Sign _____ **Date** _____

(2) Name: _____

Email: _____

Forwarding Address: _____

Sign _____ **Date** _____