

Routine Inspection Guidelines

The following information has been prepared to assist you when a routine inspection is due at the property you are renting through Access Property Management.

We ask that before the routine inspection you:

- Ensure that our office has your current phone numbers and email address
- Your rent is paid two weeks in advance (as per your Residential Tenancy Agreement)
- All keys to new locks are provided to this office as well as any security device codes and the location of the device
- Any pets (if you are permitted pets) are secured, so they cannot run loose
- Complete the Maintenance Request Form if required.
- Attendance to the following matters prior to our inspection will save time and prevent unnecessary (and often unpleasant) conversations/actions.
- Subject to the condition of the property at the commencement of your tenancy (refer to your Property

Condition Report, issued when you signed your Tenancy Agreement) you should ensure that:

- All floors to be vacuumed and washed.
- Skirting and window sills to be dusted. Flies and cobwebs removed from window tracks, ledges and sliding doors.
- All cupboards, shelves, drawers and benches are cleaned.
- Walls and doors are cleaned of all marks.
- Stove, oven, grill and exhaust fans are cleaned and all build up of grease removed.
- Windows, glass and flyscreens are cleaned inside, and outside where possible.
- Light shades and ceiling fans to be cleaned.
- Air vents to be cleaned.
- Air conditioning vents cleaned.
- All garbage, bottles and rubbish is removed from the premises.
- The garage and/or storeroom is cleaned out, free of cobwebs and grease marks are removed from car space/garage.
- Bathrooms, toilets, bathroom cabinets and shower/bath recesses are thoroughly cleaned, with all mould and soap scum removed from tiles and grouting. Top of skirting tiles to be cleaned. Ceiling mould must also be removed.
- Toilets to be cleaned, including seat, inside and outside of bowl and S bend. Bathroom floors to be mopped.
- Exhaust fans to be removed and cleaned.
- Lawns and edges are trimmed and gardens weeded (this applies to townhouses and houses).
- Property to be presented in a clean and tidy condition.

If all of these items are met for all of your periodic inspections this will assist you in receiving a very positive rental reference from this agency upon vacating the premises.

Thank You for your corporation