

## Final Inspection Guide

Please find below a list of helpful hints to assist in ensuring a smooth vacating process and prevent any unnecessary delays in the return of your bond:

### Prior to Vacating:

Contact your relevant Building Manager to book a time for your move. Be sure to do so with at least 48 hours notice to avoid any disappointment. Should the required procedures not be followed, there will be no leniency in allowing your move.

- Arrange redirection of your mail to your new address, bearing in mind there are delay times in this taking effect, so be sure to provide adequate notice.
- Arrange disconnection of your phone, internet, electricity and gas supply, if applicable.
- Pay all rent owing to your vacate date and if applicable, cancel your auto payments.

### Returning the Property:

Upon vacating, the property must be returned in a clean, tidy and damage free manner. If at your final inspection the property has not been left in accordance with how you received it, you will be responsible for the costs involved in returning it back to the required standard, i.e. professional cleaning, damages repaired, etc.

### If you would like to use Greenciff's recommended cleaners:

**For Camperdown office:** - Nick at Victoria Home Clean 0406 840 119 or  
[quote@victoriacleaning.com.au](mailto:quote@victoriacleaning.com.au)

**For City office:** - Freddy at Clean All Group Pty Ltd 0424 382 070 or  
[admin@cleanallgroup.com.au](mailto:admin@cleanallgroup.com.au)

**For Central Park office:** - Luis at Alto Property Care Pty Ltd 0401 388 587 or  
[altopc@optusnet.com](mailto:altopc@optusnet.com)

**Please note that all keys and access swipes, fobs and remotes must be returned to our relevant office (including any additionally cut keys) by close of business on the date of your vacate. Rent will be charged to the date that ALL keys, access swipes, fobs and remotes have been returned.**

### KITCHEN

Oven walls, racks, griller and trays cleaned, with oven dishes left in the oven ☐

Stove top cleaned and free from stains ☐

Range hood, including filters, cleaned and light working (run filters through the dishwasher for a sparkling finish) ☐

Dishwasher cleaned, including doors rubbers and the filter ☐

Bench tops and splashback cleaned, clean out doors and cupboards, wiping down inside and outside ☐

Sinks, drain holes, plugs and taps clean and free from debris ☐

Clean inside and outside the microwave ☐

Defrost a freezer and clean inside and outside ☐

If furnished, empty, wipe and restack all glassware and crockery etc cleaned to original condition as per inventory. ☐

### BATHROOMS AND LAUNDRY

Bath, showers, shower screens, basins, mirrors and toilets to be cleaned, disinfected, and free from soap residue and mould ☐

Remove mould and stains from tiles, stains, grout, ceiling and walls ☐

Dust and polish towel rails and toilet roll holders ☐

Thoroughly cleaned washing machine and dryer and ensure gasket is clean and free of mould ☐

Ensure all filter are emptied and cleaned ☐

If unfurnished, remove all items from storage cabinet/ shelves. Remove used brushes and bins ☐

### WALLS AND FLOORS

Mould and stains removed from tiles, grout, ceiling and walls ☐

Spot clean any scuff marks on walls and remove hooks, made good any wall damage ☐

## ALL ROOMS

- Wardrobes, cupboards and draws cleaned and emptied ☐
- Light fittings and switches cleaned and all globes in working order ☐
- Windows and glass sliding doors cleaned inside and out ☐
- Window screens and screen doors cleaned inside and out ☐
- Window ledges, skirting boards and doors wiped clean ☐
- Door and window tracks cleaned ☐
- Cobwebs removed ☐
- Any damaged items repaired or reported ☐
- Traces of cigarette odours and nicotine stains removed ☐
- Carpet must be clean if they are dirty or strained ☐
- Venetian and vertical blinds cleaned ☐
- Curtains washed or dry-cleaned and re-hung ☐
- Air-conditioning units wiped down, and filters washed and dried ☐
- Ceiling fan cleaned ☐
- If furnished, all furniture cleaned and relocated to original location, linens washed, beds made. As per inventory. ☐

## CAR SPACES, GARDEN AND OUTDOOR AREA

- Balcony, decks and railing all need to be clean where safe to do so ☐
- All louvers and shutter to be clean and web free ☐
- Any damage caused by pets repaired, and pet droppings collected and areas sanitised ☐
- Fumigate property if pet were kept, receipt must be provided to agent ☐
- Oil and grease stains, and mould removed from outdoor areas ☐
- If applicable Lawns mowed, edged, and garden weeded ☐
- Cobwebs removed from walls, eaves and windows ☐
- Outdoor lights working and cleaned. If applicable wheelie bin emptied and cleaned ☐

## PETS

- Clean any animal mess and repair any damage caused ☐
- Carpets steam cleaned and soiled areas treated ☐
- Provide all paperwork for carpet and flea treatment ☐
- Return all keys to the agent at the office ☐

**\*\* Please note that if you retract your vacate notice and the property is already listed online for lease, you will be invoiced the advertising cost which is \$250 plus GST \*\***