

FINAL INSPECTION GUIDE

The following information has been prepared to assist you when vacating the property you have been renting through Urban Property.



Please note we cannot inspect the property until you have removed all belongings and have returned the keys. Any keys given to friends or relatives should also be handed back.

We ask that before the Final Inspection you:

- Ensure that our office has your new forwarding address and phone number.
- Pay your rent until the vacating date via BPAY, Eftpos or by bank cheque.
- Return all keys to this office, including letterbox keys, window and garage keys.
- Advise your property manager if you would like a free quick and easy disconnection of your Telephone, Electricity and Gas supply.
- Re-direct all mail to your new address.

Please also attend to the following matters prior to our inspection.

This will save considerable time and prevent unnecessary delays in returning your Bond.

Subject to the condition of the property at the commencement of your tenancy you should ensure that:

- ◆ The property is left in a very clean and tidy condition throughout, with any stains removed from the carpets.
- ◆ Stove, grill, drip trays and range hood to be cleaned - to be grease free - if you do not have drip trays, you will probably have a stove top which lifts up or a tray which pulls out for easy cleaning.
- ◆ Exhaust fan covers to be removed and cleaned. Air vents to be dusted and cleaned.
- ◆ Windows, track, windowsills and fly screens to be cleaned inside and out.
- ◆ All cupboards and drawers to be cleaned inside and out, including edges of drawers.
- ◆ All marks to be removed from walls, skirting boards. Picture rails to be dusted. Swipe marks from cleaning products to be rinsed off.
- ◆ All light fittings to be cleaned; all light bulbs are to be in working order. Light switches and power points to be cleaned.
- ◆ If pets have been kept on the property, carpets are to be professionally cleaned. A receipt to be provided to the office on vacating. The carpet cleaning should take place after all belongings have been removed and it is recommended to be completed after other house cleaning completed.
- ◆ The premises are to be treated for fleas internally & externally by a professional pest control company if an animal has resided at the property and a receipt provided to the office on vacating.
- ◆ Drapes/curtains to be washed/dry-cleaned according to cleaning instructions. Vertical blinds to be vacuumed and all Venetians to be thoroughly cleaned.
- ◆ Cobwebs inside and outside to be removed.
- ◆ Lawns to be mowed, edges to be trimmed.
- ◆ Flower beds, gardens and pebble areas to be weeded.
- ◆ No rubbish to be left in garden or garage.
- ◆ Remove cigarette butts (yard, pathways, garden etc.)
- ◆ Pay particular attention to bathrooms - toilets, shower recesses, bathroom cabinets. Shower recess to be scrubbed and free of soap scum, residue and mildew, shower screen to be cleaned, shower curtain to be removed (if applicable).
- ◆ Driveways, carports and all concrete areas to be left free from oil and grease stains.
- ◆ Place household rubbish in bins ready for Council collection.
- ◆ All inventory items to be accounted for.
- ◆ Damage to the property during occupancy must be repaired prior to the final inspection. Please contact the office before repairs are carried out. If repairs are not done to our satisfaction, a professional tradesperson will rectify the job at the expense of the tenant.