

FINAL INSPECTION GUIDE

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

Your **ingoing inspection** is the primary document used to compare the premises when you leave, however this list gives indication of what we look for.

Failure to clean the premises properly can result in costs incurred and charged to your bond.

Therefore it is important that you read the following carefully and use it to have the premises ready for the final inspection.

Inside the premises

1. **Carpet Cleaning** – At Elders, we use and recommend professional steam cleaning. Supermarket “do it yourself” machines, or home machines are cheaper, however heavy use of soap, and the machine’s lack of suction power to draw the soapy water out again can usually result in a poor job, and the carpets will probably **still require professional cleaning !! This adds to the expense only further!**
2. All **lino, tiled floors** etc. to be properly scrubbed and cleaned. Please also pay attention to edges around skirting boards and doorways, as these are commonly missed.
3. **Skirting Boards** to be wiped down / cleaned. This can only be done properly after all furniture is removed.
4. **Washable curtains and netting** are to be cleaned, and **blinds** to be wiped. (Most curtains have a washing instructions label-please refer before washing)
5. **Oven**- most oven/ stoves come apart to be cleaned. Display panels, knobs, oven top, elements, drip trays, under the oven top (if removable), oven and grill racks tray parts and oven/grill enclosures, oven/grill doors and glass all need to be cleaned. For the best results and time saving, use an **oven cleaner** (spray cleaner in an aerosol can) that can be bought from the supermarket. Make sure you buy a “**fume free**” brand, and be careful to read the instructions.
6. **Kitchen Rangehoods, vents and exhaust fans/ covers** to be cleaned.
7. **Airconditioner vents and filter pads/ screens** to be cleaned.
8. **Cupboards/drawers** to be cleaned thoroughly inside and out. Please pay attention to the inside of doors and door frames of cupboards, as these are commonly missed.
9. **Windows and window sills**. Modern aluminium slide windows are designed to slot out (sliding part) for cleaning. Simply lift the window at the base and remove.

10. All **flyscreens** to be brushed of dust and cobwebs.
11. **Dirty marks** need to be removed from walls, doors and door frames and anywhere else.
Remember- where fingers go you will find dirty marks!
12. **Light Fittings** to be cleaned/dusted down, and removal of any dead insects.
13. **Cobwebs** to removed from walls and ceilings throughout the home

Outside the premises

Please ensure all **lawns** are freshly cut and **garden beds** are neat and tidy and free from weeds.

All **rubbish** and any junk must be removed. Please also remove piled lawn clippings, which can be bagged and taken away.

All **driveways, paths, carport and garage floors** to be free from oil and any other spillage. This can be a difficult job, however with the correct cleaning agent and a good spray they come up clean. Alternatively you can hire a professional to do the job with a proper spray machine.

Do you have PETS?

Pets leave their presence behind and must be cleaned up.

Faeces around the yard, on lawns, in garden beds and all the hiding holes they use are to be disposed of. Please place the faeces in a plastic bag and dispose of them in the bin. **Please do not bury them.**

Dogs, when lying on a porch or verandah tend to have a favourite place to sit. On close inspection, a **dirty stain** can be viewed on the part of a building where they have been in contact. This must be removed. Dogs (being dogs) like to also urinate in all sorts of places, which have to be identified and washed/scrubbed (shed corners, exterior walls etc.).

Please also check any **watering systems and hoses** for dog chew damage. Young dogs love to chew on things, and this damage must be identified and repaired accordingly.

Dogs sometimes **claw at a back door or screen door**, which over time causes deep scratching and damage. Again this must be rectified.

Cats can also cause damage, which can go unnoticed. Cats have a tendency to want to claw things and love to climb. **Flyscreen doors and window screens** are great for this. Their claws can cause small holes to the wire. This again must identified and the wire replaced.

We have contacts with tradespeople who can do any of the above jobs at a reasonable cost. Brochures have been included for you.
If you would like more details please contact us.

Getting the Premises Ready for Inspection Handy Checklist

Cleaning-Inside the Premises

✓ Tick off when completed

- Walls-** removable marks and finger marks (remember- where fingers go- you will find finger marks)
- Ceilings-** Remove cobwebs
- Ceiling Fans-** Blades washed and tops dusted
- Light Fittings-**dust and also clean inside (dead bugs etc.)
- Doorways, Doors-** Removable marks and finger marks
- Skirtings-** Dusted and cleaned
- Window Sills, Runners** (dead flies/dust-use a vacuum cleaner for this)
- Windows-** inside and out- sliding windows can be lifted, pulled out for easy cleaning
- Flyscreens-** brushed of dust and cobwebs
- Screen Doors** Front and Back – Frames wiped and wire brushed of dust
- Oven-** oven top, control display, panels around knobs, any pull out/in built drip trays, griller racks, trays and base, oven racks, oven trays and base bottom, walls and oven roof. A good brand of Oven Cleaner from the Supermarket will make hard work easier. Be sure to get a “fume free” brand!
Read the directions on can before using.
- Kitchen Rangehood-** outside casing and filters
- Bathroom-** basin, mirror, cabinet, vanity unit and drawers, shower recess, screen and screen doors, bath and wall tiles.
- Ceiling Mould-** please clean. ‘Exit Mould’ is good for this- Read directions on bottle before using.
- Toilet-** Cistern, seat, pan inside and also outside around the base
- Laundry-** Trough and underneath.
- Tiling-** All Tiling to the kitchen, toilet, bathroom and laundry areas.
- Exhaust Vents and Fan Covers**
- Air-conditioners-** Front panel Vents and filters. Modern systems (Wall Type)- filters easily pull out
- Air-conditioning Ceiling Duct Vents-** to be washed
- Cupboards/Drawers-** Please clean/wash inside and out. Don’t forget doors- frames, front and back of doors. Please also check you have left nothing behind.

- Curtains**- wash washable curtains and netting
- Blinds**- clean off dust and any dirty marks
- Floors** to be scrubbed if needed and mopped- please ensure corners and hard to get areas are cleaned
- Carpets**- Vacuumed
- Carpets- Professionally Cleaned**-please ensure you use a **professional carpet cleaner**. Do-it-yourself machines usually **will not** do a good job. Beware of this 'short-cut'.

Outside the Premises

- Lawns**- Cut and properly edged
- Gardens** - remove weeds and built up leaves etc.
- Sweep** paths and pavings
- Rubbish**- remove any rubbish that you have placed at the property. Be sure to check behind sheds, under shrubs and trees. This includes lawn clippings piled and compost left.
- Oil / spillage removal**- carport and garage floors, paths and driveway. Have you had a BBQ? Check no grease spots left.

Cleaning up after your Pet

- Faeces** from gardens, lawns and any other 'hiding-hole'. Please dispose of in bin -do not bury
- Dog stains** to outside walls- check where your dog regularly lies down.
- Dog Urine**- remove/clean where your pet urinates (Base of walls, Verandah Posts Etc.)
- Dog chew damage**- please check/repair any damaged watering system parts, hoses and also check the washing line handle! (Dogs love to chew the handle to modern Hills Hoist Brands!)
- Dog/Cat claw damage**- check screen doors, doors, flyscreens and curtains. Repair if damaged.

Other Things to Remember

- Have your mail redirected.** Talk to your local post office for redirection.
- Utilities**-Electricity, Gas, Phone, etc. -advise them you have moved and cancel services in your name.
- Call Elders Real Estate**- one week prior to house empty/ready to book final inspection.
- Book Carpet Cleaner** well in advance to ensure they can clean the carpets when ready.
- Remember- Carpet Cleaning is to be done last thing!
- Cleaning Products**- please have some handy at the final inspection for areas where cleaning may have been missed.