

Final Inspection Guide



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

We cannot inspect the property until you have removed all belongings and have returned the keys. Please also hand back any extra keys that you may have had cut for friends or relatives.

We ask that, before the final inspection, you:

- ✓ Advise our office of your new forwarding address and phone number.
- ✓ Pay your rent until the vacating date.
- ✓ Return all keys to this office including letterbox keys
- ✓ Arrange disconnection of your telephone, electricity and gas supply.
- ✓ Re-direct mail to your new address. **Note** – we do not forward mail after exit.

Please also attend to the following matters prior to our inspection. This will save time and prevent 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
- ✓ Any carpets are professionally cleaned and a receipt provided to our office. If stained, ensure that you request a special heat treatment. It will be cheaper than asking them to return later.
- ✓ If pets were approved at the property, pest treatment for fleas must be carried out.
- ✓ All cupboards, shelves, drawers and benches are clean. Walls and doors are free of any marks.
- ✓ Stove, grill, oven and exhaust fans are spotless.
- ✓ Windows and sills are clean, inside and outside.
- ✓ Any furniture, curtains or other items included with the property are in their original positions.
- ✓ Venetian blinds are clean and curtains washed (subject to care instructions).
- ✓ All garbage, bottles, rubbish (including lawn clippings) and pet waste are removed from the premises.
- ✓ The garage and/or storeroom is cleaned out and free of cobwebs, and grease marks are removed from car space/garage.
- ✓ Bathrooms are thoroughly cleaned, with all mould and soap scum removed from tiles, glass and grouting. Ceiling mould must be removed. Toilets are to be cleaned inside and out, and the bathroom floors must be mopped.
- ✓ Lawns and edges are trimmed and gardens weeded (this applies to townhouses and houses).

Please note that rent is due and payable until all keys are returned.

We recommend A-Zoom Carpet Cleaning & Pest Control for your professional carpet cleaning and pest treatment if required – contact 1300 858 060. Use of these services will prevent call-backs and service is guaranteed. Book your flea treatment at the same time.

We also recommend for Bond Cleaning Wendy Farrant – Domestic Cleaning 0400 093 749. Contact the office if you require garden maintenance or general repairs.

Please be aware that the Water Meter will be read during the Exit Inspection at all separately metered properties with water saving devices to enable the final Water Account to be issued prior to Bond Finalisation.