

## Final Inspection Checklist

At a time when there is so much happening in your home, we have prepared a short checklist to help ensure you don't miss those critical things that make finalising your tenancy so much easier.

It is important that, when you make a decision to vacate, all keys to the property are returned to your property manager, including keys that may have been given to family or friends. If you have not returned keys to us, we will have no way of determining whether you have completely vacated the property or not.

Before the final inspection it is important that you:

- Provide us with your new forwarding address and phone number.
- Pay your rent until your final date of occupancy.
- Return all keys to this office, including letterbox keys, remotes and window keys.
- Arrange disconnection of your telephone and other utilities as required. We recommend you use the free services of direct connect [www.directconnect.com.au](http://www.directconnect.com.au)
- Re-direct all mail to your new address.

To ensure a hassle-free release of your bond we suggest you attend to the following points prior to the bond inspection being carried out:

Your ingoing inspection report will be your guide to completing the items listed below. The property should be left in the same condition as when you occupied it, making allowances for fair wear and tear.

- Ensure the property is in a clean and tidy condition throughout
- Remove any stains from the carpets via steam cleaning
- Clean all cupboards, shelves, drawers and benches, inside and out
- Remove any marks from the walls and doors
- Check that the stove, griller, oven and exhaust fans and filters are free of any grime or residue
- Clean windows and sills inside and outside where possible
- Return to original positions any furniture, curtains or other items included with the property
- Clean all blinds and shutters
- Remove all rubbish from the premises
- Clear out the garage and/or storeroom, including cobwebs and grease
- Remove mould and soap scum from tiles, grouting and ceilings in the bathrooms. Toilets to be cleaned inside and out and the bathroom floors to be mopped
- Leave the gardens in the same condition that you found them, including cutting lawns, trimming edges and weeding the gardens

The Intelligent Property Services team would like to thank you for choosing to rent with us and we hope that you have enjoyed your tenancy. If you have any questions concerning the above please do not hesitate to contact your property manager.

Kind regards

Intelligent Property Services