

Final Inspection Guide

The following information has been prepared to assist you when vacating the property you have been renting through M Estate Agents.

A Final Inspection should be arranged at the property with a representative from M Estate Agents.

Please note that we cannot inspect the property until you have removed all your belongings. Any keys given to friends or relatives should be handed back at the final inspection, failure to do so could incur additional costs.

You must sign a Bond Claim form to enable a refund. Care should be taken to match your ingoing signature.

We ask that before the Final Inspection you:

- Ensure that our office has your new forwarding address and contact details.
- You pay your rent in full until the vacating date.
- Arrange disconnection of your utilities.
- Re-direct all mail to your new address.
- Report any outstanding maintenance or repairs.
- Turn off electricity mains switch (after Final Inspection).

Attendance to the following matters prior to our inspection 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:

1. The property is left in a very clean and tidy condition, with any stains to be removed from the carpets.
2. You need to professionally steam (dry) clean all carpets and supply our office with a copy of the receipt.
3. All cupboards, shelves, drawers and benches to be cleared and cleaned inside and out.
4. Walls and doors to be cleaned of all marks.
5. Stove, griller, oven and exhaust fans to be spotless.
6. Windows and window sills to be cleaned inside and outside where possible.
7. Any furniture, curtains or other items included with the property to be returned to original positions, in original condition.
8. Clean venetian blinds / curtains.
9. All garbage, bottles and rubbish to be removed from the premises.
10. The garage and/or storeroom to be cleaned out, free of cobwebs and grease marks removed from car space/garage.
11. Bathrooms to be thoroughly cleaned with all mould and soap scum removed from tiles and grouting. Ceiling mould must also be removed. Toilets to be cleaned inside and out, and the bathroom floors to be mopped.
12. Lawns and edges trimmed and gardens weeded (this applies to townhouses and houses).
13. Turn main switch off when vacating.
14. Check appliance manuals are in the drawer

PLEASE NOTE - RENT WILL BE DUE AND PAYABLE UNTIL ALL KEYS ARE RETURNED

PLEASE CONTACT OUR OFFICE TO ORGANISE FINAL INSPECTION. ALL KEYS INCLUDING LETTERBOX, WINDOW KEYS AND REMOTES MUST BE PROVIDED FOR THE STAFF MEMBER AT THE FINAL INSPECTION. ELECTRICITY MUST REMAIN ON FOR FINAL INSPECTION.