

# FINAL INSPECTION GUIDE

## Pacific Property Management

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

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

**Please Note: Rent will be charged until all keys and remotes have been returned.**

We ask that before the Final Inspection you:

- Ensure our office has your forwarding address and phone number.
- You pay any outstanding rent and water accounts until the vacating date.
- Return all keys, including letter box (if applicable) and remote controls.
- Arrange disconnection of your telephone & electricity.
- Redirect all mail to your new address.

Attendance to the following matters prior to our inspection will save time and prevent unnecessary delays in the returning of 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 inside and out. Lawns and edges trimmed and gardens weeded. The carpets must also be professionally cleaned for which you will be required to supply a copy of receipt upon returning of keys.
2. All cupboards, shelves, drawers and benches to be cleaned.
3. Walls, doors, skirting boards to be cleaned of all marks & cobwebs.
4. Stove, grill, oven and exhaust fans to be clean and grease free.
5. Windows, tracks, sills & screens to be cleaned inside and outside where possible.
6. Any furniture, curtains or other items included with the property to be returned to original positions.
7. Clean venetian and vertical blinds and wash curtains.
8. Clean all light fittings
9. All rubbish to be removed from the premises. Not left in bins.
10. The garage and/or storeroom to be cleaned of cobwebs and grease marks to be removed from floors.
11. Bathrooms and toilets to be thoroughly cleaned, any mildew or soap residue removed from tiles, glass & grouting. Ceiling mildew must be removed.
12. If there have been pets at the property then it must be sprayed inside & out for flea's, please supply copy of receipt.

**\*PLEASE NOTE\***

**YOUR BOND IS NOT TO BE USED FOR RENT.**

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**FOR YOUR INFORMATION – Trades people who are able to assist as recommended by our office:**

Carpet Cleaners: Frontline Carpet Cleaning – **0417 541 312**

Tony's Carpet Cleaning – **0409 170 351**

Cleaner: Violetta Taylor – **0407 620 411**

Pest Control: Brazil's Pest Control – **02 6652 1231** or **0412 903 539**

Lawn & Gardens: Trevor Smith – **0434 264 117**

Handyman: Julian Shortt – **0432 256 340**