

Final Inspection Guide

The following information has been prepared to assist you when vacating the property you have been renting through **Red Circle Real Estate**.

We cannot inspect the property until you have removed all belongings and have returned the keys.

Please also hand back any keys given to 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 in cash or by bank cheque.
- ✓ Return all keys to the office.
- ✓ Arrange disconnection of your telephone, electricity and gas supply.
- ✓ Re-direct mail to your new address.

Please also attend to the following matters prior to our inspection. This will save time and prevent delays in returning your bond.

To ensure a speedy return of your bond you should ensure that:

- ✓ The property is left in a very clean and tidy condition throughout and carpets **MUST** be professionally cleaned and copy of receipt given to office.
- ✓ All cupboards, shelves, drawers and benches are clean.
- ✓ Walls and doors are free of any marks.
- ✓ Stove, griller, oven and exhaust fans are spotless with no oil residue.
- ✓ Aircon and ducted system filters are clean and free of dust.
- ✓ Windows and sills are clean, inside and outside where possible, including tracks.
- ✓ Any furniture, curtains or other items included with the property are in their original positions.
- ✓ Venetian blinds are dust free.
- ✓ All garbage, bottles, rubbish and green waste are removed from the premises.
- ✓ The garage and/or storeroom are 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 and grouting. Ceiling mould must be removed. Toilets are to be cleaned inside and out.
- ✓ Lawns and edges are trimmed and gardens weeded (this applies to townhouses and houses).
- ✓ Whether housing a cat or dog inside or out, you must have the property professionally treated and a copy of the receipt must be provided to our office.

PLEASE NOTE THAT RENT IS DUE AND PAYABLE UNTIL **ALL** KEYS ARE RETURNED. (EXCEPT IN THE CASE OF A BREAK LEASE, WHERE YOU WILL BE RESPONSIBLE FOR ONGOING RENT UNTIL NEW TENANT LEASE COMMENCEMENT DATE)

SHOULD YOU REQUIRE THE SERVICES OF A CLEANER, GARDENER AND/OR CARPET CLEANER, PLEASE CONTACT THIS OFFICE FOR THEIR CONTACT DETAILS.