

ENVOGUE

FINAL INSPECTION CHECKLIST

You are required to be present at the final inspection, this ensures any cleaning items noted can be rectified quickly and any damage can be discussed and repairs organised, this also hastens the bond refund process. If you are unable to be present please advise the property manager prior to the Final Inspection day. If the property is not in an acceptable condition at the final inspection you may be charged compensation for rent until all items are attended to.

If you have any queries on repairs required or who to use to make these repairs, please get in touch, we are happy to help with any advice.

Please use this checklist to ensure that you have completed all of the items prior to the final inspection:

Keys

Please have keys identified and ready for easy testing at the final inspection. A copy of the keys provided to you at the commencement of the tenancy has been sent to you. Ensure all of those keys are being returned. Failure to return keys will mean locks will need to be rekeyed at your cost.

Electricity

Ensure electricity is not disconnected until after the final inspection has been completed. Arrange for the final reading of the electricity for the day the final inspection has been completed.

Damage

Repair all damage prior to the final inspection. If you require tradesmen to assist you please contact us for recommendations or advice.

Carpet/Floors

Carpets – need to be Professionally steam cleaned - all stains removed from carpet – receipt provided to agent. Floors – all cleaned, any marks or scuffs removed – any damage repaired.

Kitchen/Laundry

Benchtop – clean and free from any damage or chips. Cupboards – all empty, clean and marks removed Doors and handles – clean Floor – clean and free from damage

Stove/Oven/Rangehood/Dishwasher

Oven – thoroughly cleaned - including behind and beside for freestanding ovens. Fully clean the griller and drip trays, viewing glass, interior and wire racks. Ensure there is no black residue. Please check the manufacturing instructions for cleaning of self-cleaning ovens. Cooktop – cleaned thoroughly, Solid hotplates should be treated with a blackening agent such as "Shine On" available from most supermarkets. Glass cooktops and induction cooktops should be cleaned as per manufacturers instructions and should be completely free of any baked on grime or marks. Rangehood – Clean external surfaces, ensure filters are cleaned- check manufacturers instructions may require washing in hot soapy water – replace any blown bulbs. Dishwasher – empty filter, clean all seals and internals of food scraps, wipe all edges and sides.

Appliances

Refrigerator – empty completely, clean behind and wipe inside and out. Microwave – Clean internally and externally thoroughly. Vacuum – empty, in good working order, hoses intact Washing Machine – empty, filters cleaned Dryer – empty, wiped out and filters clean.

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Exhaust fan/Air vents

Exhaust fan – remove covers and wash, clean out dust Return air vent for heating/cooling – remove vent and clean filter as per manufacturers instructions. This can entail gently washing with a hose leaving to dry and then putting back. Ducted vents – clean and dust

Windows & Doors/Fly screens/Tracks

Windows– clean inside and out and then polish to remove any smears Window and sliding door tracks – thoroughly clean all tracks and ensure clean and dust free. Window and Door sills – Clean all sills free from dust and debris Flyscreens – wash and brush all flyscreens – if any damaged repair damage.

Window Coverings

**Ensure to seek professional advice prior to undertaking cleaning of window furnishings. Please be careful if you choose to clean yourself as incorrect cleaning may result in damage being caused and replacement required. Venetian Blinds – Dust the blinds and clean any marks off Vertical blinds – clean and any marks removed Curtains – clean and dust free. Any stains cleaned. Check Sheers for any damage. Roller blinds – dust and mark free Other window coverings – clean and mark free

Cupboards

Kitchen/Wardrobes/Bathroom/Hall etc Emptied – thoroughly cleaned inside, scuff marks removed – doors and handles wiped down – coat hangers and all belongings removed

Lights and Fittings Fittings

Remove and clean all fittings inside and out. Light bulbs - working in every fitting – check and replace where necessary, both inside and outside Heat lamps – bulbs working and clean of dust Rangehood - bulbs working, covering clean External lights – working bulbs and clean of cobwebs

Walls/ Wood work

Clean all walls, doors, handles frames and skirtings – any damage repaired needs to be repaired and the if on a wall the wall repainted. We recommend talking to us before completing this so that we can provide advice on the best approach.

Bathrooms/Toilets

Shower and screen – thoroughly clean and free of soap scum Drains – clear of hair and debris Mould or mildew – removed from ceilings, walls windows etc. Bath tub – clean, no chips or scratches. Toilet – externally, seat and bowl clean and free from stains Walls and ceilings – clean and free from mildew and mould Vanity basin – clean and no chips Mirror - clean and polished Pay particular attention to hinges, taps, soap holders, spouts, toothbrush holder etc, Taps – ensure all taps are tight (not dripping) and no washers need replacing.

General

Cobwebs – removed from both external and internal areas. Including carports garages etc. Concrete – clean, no oil or grease present, all swept clean Walls – all debris and cobwebs removed

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Gardens/Courtyards/Balconies

Lawns – healthy green, mown and edged Garden beds – weed free Plants – all plants healthy and pruned Rubbish – all rubbish removed from around property, and compost removed Rubbish bins – emptied and washed out. No rubbish is to be left for later - they must be empty at the final inspection. Gutter/downpipes and eaves - clean and free of cobwebs and debris Paving – clean and free from dirt and marks Tiling – Clean and free from dirt and marks Balustrades – clean, if glass clean and polished

Fireplace

If you have a fireplace at the property it needs to be professionally swept and a receipt provided at the final inspection.

Pets

If you have a dog or cat the clauses in the lease note what you must complete at the end of your tenancy

Pet Clause – Cat: The landlord has agreed for the tenants to house the pets listed on the front page of the lease at this address on the following conditions: 1. The tenant agrees to have all window furnishings and carpets professionally cleaned on completion of the tenancy 2. The tenant agrees to have a professional pest fumigation treatment done at the property at the end of the Tenancy. 3. The tenant agrees to have any damage caused by the pets including damage to lawns and gardens rectified immediately and agree to be responsible for any costs associated with restoring the property to its original condition at the start of the tenancy as a result of damage by pets.

Pet Clause – Dog: The landlord has agreed for the tenants to house the pets listed on the front page of the lease at this address on the following conditions: 1. The tenant agrees to have a professional pest fumigation treatment completed at the property at the end of the Tenancy 2. The tenant agrees to have any damage caused by the pets including damage to lawns and gardens rectified immediately and agree to be responsible for any costs associated with restoring the property to its original condition at the commencement of the tenancy as a result of damage by pets.

Furniture

If furnished, furniture to be clean and left in good condition. All items returned to their original location as per inventory. Linen clean and folded.

Pool

Water clean and balanced Filters - clean

Forwarding address

A forwarding address needs to be supplied for bond refund purposes.

Mail

Redirect your mail with Australia Post – mail will not be forwarded from property.

Telephone/Internet/Foxtel/ NBN

Finalise all services and remove any of your own equipment Ensure any cables/devices provided at the commencement of the tenancy are in place Check NBN – if battery beeping replace battery.

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Please note

Rent is due and payable until the notice has expired and all keys have been handed back and the final inspection has been completed and any damage repaired. Rent can not be deducted from any bond monies.

If the property you live in is liable for water consumption, it is chargeable to your vacate date. A water meter reading will be taken at the final inspection and an amount will be sought from ICON for the final consumption charge. This amount will be invoiced to you and is payable prior to any bond monies being returned

Thank you for your co-operation, we look forward to a speedy vacating process and quick refund of bond monies. If you have questions on any of the above items, or if you have caused some damage and you need advice on how to repair it, please do not hesitate to call on 61616516.

If you require professional assistance we recommend:

Cleaning

Mojo's (MEL) Complete Cleaning	0415 594 081
Dream City Cleaning	0410 662 678
Tony Faraj Cleaning	0419 010 204
Salloum Cleaning	0418 207 610

Gardening

Southside Gardening and beyond	0433 230 732
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Carpet cleaning and pest fumigation

Stainbusters	02 6296 6296
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Pest Fumigation

A1 Professional Pest Control	0415 915 259
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Painting

Golden Brush	0423 687 832
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Handyman

Inline Maintenance	0405 420 858
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If you choose another company, please ensure that it is a reputable company, as in the past we have had instances where tenants have used unprofessional companies who have in fact damaged the carpets, or not completed all the required cleaning, which has resulted in either the tenants having to pay to have the work redone, or in the worst circumstances pay compensation to the owner for the damage.

Please ensure your cleaner is available to rectify any items within 24 hours of the final inspection being completed.