

## Final Vacate Inspection Guide

The following information has been prepared to assist you when vacating the property you have been renting through **Focus Property Management (Aust) Pty Ltd**.

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.
- ✓ Return all keys to this office including letterbox keys
- ✓ Arrange disconnection of your telephone, electricity and gas accounts.
- ✓ 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.

**Subject to the condition of the property at the commencement of your tenancy you should ensure that:**

- ✓ The property is left in a very clean and tidy condition throughout with any stains removed from the carpets. (carpet steam cleaned where necessary)
- ✓ All cupboards (inside & out), shelves, drawers and benches are clean.
- ✓ Walls and doors are free of any marks and scuffs.
- ✓ Door jambs and skirting boards dusted and thoroughly cleaned.
- ✓ All air vents, bathroom exhaust fans and A/C filter to be vacuumed clean.
- ✓ Stove, griller, oven and exhaust fans are spotless and free of grease.
- ✓ Windows and sills are clean, inside and outside where possible.
- ✓ Any furniture, curtains or other items included with the property are in their original positions.
- ✓ Blinds are clean and curtains washed.
- ✓ All belongings, garbage, bottles and rubbish are removed from the premises.
- ✓ The garage and/or storeroom is 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 shower screen, tiles and grouting. Ceiling mould must be removed.
- ✓ Toilets are to be cleaned inside and out, and the bathroom floors must be mopped.
- ✓ Lawns and edges are trimmed and gardens weeded (where applicable).

*Should you require the services of a cleaner and/or carpet cleaner, please contact our office for their details.*

**Please note that rent is due and payable until all keys are returned.**