

FINAL INSPECTION GUIDE FOR TENANTS

Please use this checklist as a guide and reminder to complete each task where applicable. Items carried out upon vacating will ensure a speedy Bond refund. The property should be in the same condition as the original condition report when occupancy began. Should you be appointing professional cleaners, ensure they are provided with a copy of the cleaning guidelines and requirements, and provide you with a receipt in case issues arise with the standard of cleanliness during the Final Inspection.

General Internal	Done
Mop/Vacuum carpet and tiled flooring	
Professionally steam clean carpets (provide receipt to Fox Real Estate)	
Clean all light fittings and light switches	
Wash/wipe down walls, ceilings and remove scuff marks where able	
Clean skirting boards	
Clean/Wipe doors and remove any non-approved temporary adhesive hooks	
Clean both sides of windows	
Brush any dust from flyscreens	
Clean window sills and tracks	
Clean venetian/vertical blinds. Drapes to be taken down and washed if able Replace any original blinds if you provided your own.	
Clean wood heater/fire places. Chimneys to be professionally cleaned (provide receipt to Fox Real Estate)	
Remove all cobwebs	
Clean ceiling fans, fan blades and vents	
Clean filters for return air conditioner units and heaters	
Removal all personal effects. Check cupboards.	

Kitchen	Done
Clean stove/oven including elements, oven racks, griller & drip trays	
Clean exhaust fan/range hood	
Clean dishwasher including filter and powder dispenser	
Clean sink and splashbacks	
Remove all items from cupboards and clean shelves and doors inside and out	
Clean pantry shelves and doors inside and out	

Laundry	Done
Clean laundry trough or tub inside and out including underneath compartments	
Clean cupboards and doors inside and out	
Clean clothes dryer lint filter (if applicable)	
Clean washing machine and filters (if applicable)	

Bathroom and Toilet	Done

Clean shower curtain or replace if mouldy	
Clean bath and bath tiles	
Clean shower recess and glass shower screens	
Clean vanity, sinks, splashbacks and mirrors	
Clean exhaust fan free of dust and build up	
Clean linen shelves and doors inside and out	
Clean behind toilet pan and cistern	
Clean toilet bowl, seat and cover inside and out	

External Areas	Done
Mow lawns, trim edges, remove weeds and tidy garden	
Remove oil/tyre/rust marks from garage floor or driveways	
Remove rubbish from sheds or storage areas	
Sweep verandas and pathways	
Remove all garbage bags	
Remove any cobwebs from exterior	
Remove any pets or animal faeces where pets have been kept at property	

Final Check Over & services disconnections	Done
Check letterbox and remove any material or mail	
Return any moved items belonging to the property but not used back to position	
Contact Water company for a final meter reading and final account	
Contact Electricity supplier for disconnection	
Contact Gas supplier for disconnection	
Contact Phone, internet and PayTV supplier for disconnection	
Advise Postal service of change of address and re-direction of mail	

Reminder to Fox Real Estate	Done
Provide a forwarding address & phone number for Bond refund	
Pay any outstanding rent and utilities	
Hand in all keys by 5pm on the date of vacating	

