

Final Inspection Checklist

- Keys:** all keys and remotes must be handed in (in good working order) to the Tango Property Managers office by 5pm on the last day of the tenancy.
- Carpets (and rugs where provided) must be professionally cleaned:** please provide a copy of the receipt as evidence of cleaning
- Fumigation** where a pet has been kept at the property the property must be fumigated for parasites by a licensed pest controller, please provide a copy of the receipt to our office.
- Hard floors:** wash or vacuum. If tiles, ensure grout is clean. If Timber floors have been damaged, re-sanding may be arranged at the tenant/s expense.
- Walls:** damage caused by blu-tack, stickers, nails or accidental gouges must be patched and painted at the Tenants expense. Please check with your property manager before attempting any repair work yourself
- Lights:** all globes should be working, all glass and shades intact and clean.
- Wet areas:** bathrooms, toilets, laundry must be thoroughly cleaned and disinfected. Shower screens/curtains must be cleaned and any mould on ceilings or walls washed off. **Exhaust covers should be removed and cleaned.**
- Windows, window ledges and tracks,** blinds, flyscreens and sliding door tracks and curtains must be thoroughly cleaned, glass must be cleaned inside and outside.
- Stove tops, exhausts, ovens and barbeques** (if provided) should be clean and free from grease and burnt on food particles. Do not use abrasive cleaners on stainless steel cook tops, there are a variety of suitable cleaning products available in supermarkets.
- Dishwasher:** where provided, please leave clean and empty. Wash out the detergent compartments and leave the door slightly open to allow the machine to dry out.
- Cupboards and drawers** must be emptied and cleaned inside and out. Handles must be secure
- Driveways/outdoor sheds/garages:** must be emptied, swept clean and stains, if caused by the tenant, removed. Where driveways are spotted with oil, pressure cleaning will be arranged at the tenant/s expense or, if residue cannot be removed, sections of brick paved driveways may be replaced at the tenant/s expense.
- Gardens:** should be neat with grass cut, reticulation fittings intact and working and garden beds, paving bricks and fence lines must be weeded.
- Gutters:** (Where applicable) cleaned of leaves and debris
- Rubbish: must be removed and bins left in a clean condition.** Please note, a commercial cleaning company will be engaged for a one-off clean if bins are left in a foul condition. One such company is www.cleananddry.net.au charges are approx. \$55 for 2 bins payable on the day. Please check with the company for further details.
- Power gas and telephones** should be disconnected on the last day of your tenancy at the earliest. Please have your mail redirected. This can be done online at www.auspost.com.au

- Water:** where applicable, (some units are not billed for water) a final meter reading will be arranged by your property manager and carried out by the Water Corporation. This will be at your expense and will include any additional charges for water consumption.
- Forwarding address:** you must provide a forwarding address and contact details. A Bond Disposal form cannot be submitted unless these details are provided. The form will be sent as soon as possible following the final inspection and water meter reading (where applicable).

Cleaners – cleaners charges vary a lot, there is usually a minimum 3 hour charge. If you intend to engage one you should obtain quotes and check the integrity of the company carefully. If they do damage you may be liable for costs incurred.

We have contact details for cleaners our clients and Tenants have used successfully, you may call the office for details.

PROPERTIES FURNISHED AND EQUIPPED

The inventory attached to the property condition report will be used to check that all items are present. If any items have been damaged/broken please provide details. Repairs if required will be charged to you.

User manuals, where supplied, must be left behind, a charge for photocopying will be made otherwise.

Beds must be stripped and linen washed, dried and folded for counting. Towels must also be freshly laundered and folded. Please place in cupboards or on the beds for ease of counting.

Where mattress protectors were provided at the commencement of the tenancy you must replace any used protectors with new mattress protectors of a similar quality and left on the beds in their wrappers.

Crockery, pans and kitchen utensils must be washed, dried and put in appropriate place for counting

Furniture must be professionally cleaned or washed as appropriate and any stains removed.

PROPERTY MANAGER
TANGO PROPERTY MANAGERS