

## Final Vacate Inspection Guide

The following information has been prepared to assist you when vacating the property you have been renting through Response 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.

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.**