



WILLIAM
HUXLEY

FINAL INSPECTION GUIDE

Tenant to complete and return with keys

Tenant Name: _____

Property Address: _____

Forwarding Address: _____

Phone numbers: _____

Date Keys Returned: _____

Signed by Tenant: _____

1. Oven and Stove (also behind and sides of the stove), griller and drip trays to be cleaned.
2. Exhaust fan to be removed and cleaned.
3. Air - vents to be dusted.
4. All cobwebs to be removed. (Inside and Outside)
5. Venetians to be cleaned thoroughly from dust. If applicable
6. Drapes and Vertical blinds to be in a clean condition. (Remove all Dust)
7. Windows and windowsills, along with all skirting boards to be cleaned thoroughly.
8. All cupboards to be cleaned thoroughly inside and out.
9. Marks to be removed from walls.
10. All light fittings to be cleaned/dusted.
11. Particular attention should be paid to bathrooms, toilets, bathroom cabinets and mirrors, shower recess to be scrubbed and grouting to be free of all soap, residue and mildew. Shower screen and/or curtain to be washed.
12. Vacuum and wash all floors.
13. Carpet to be steam cleaned/dry cleaned (provide office with receipt of such).

14. Lawn to be mowed, edges to be trimmed.
15. Flowerbeds and paved/pebbled areas are to be free of all weeds.
16. No rubbish to be left in the garden, garage or on the nature strip.
17. Driveways, carports and all concrete areas to be free from oil and grease stains.
18. Furniture and upholstery to be left in clean condition. If applicable.
19. All items on inventory to be accounted for. If applicable.
20. Refrigerator (especially behind refrigerator), and washing machine to be cleaned out. If applicable.
21. Any damages caused by the tenant must be repaired.
22. Arrange for a final reading of the gas, water, electricity and telephone services.
23. Contact post office and have all mail forwarded to new address.
24. Turn electricity main power switch to off position on meter board.
- C 25. Check and ensure that ALL Keys & Remotes are returned, incl garage, letterbox, and window keys
25. Turn Main power switch off in metre box