



Routine Inspection Guide

In order for us to adequately check the premises for maintenance during inspections, it is imperative that the property be presented in a clean and tidy manner. We suggest that you follow this Routine Inspection Guide in preparation for your inspection.

Please ensure all areas including garage & sheds are accessible!

EXTERIOR

- All rubbish to be removed
- Swimming pool/spa sides and bottom cleaned
- Cobwebs to be removed from eaves, carports and sheds
- Weeds to be removed from paving, lawn and garden beds
- Verandas, patios, garage, carport driveway and paving to be swept
- Oil stains to be removed from the driveway (Drip trays MUST be used)
- Where pets are kept on the property, all animal droppings to be removed
- Lawns to be mowed, edged and maintained. Any clippings/rubbish removed
- Please note- unlicensed vehicles and/or car bodies are not permitted on the premises

INTERIOR

- All hard floors to be washed
- Kitchen and laundry sinks to be cleaned
- Oven, shelves, grill, drip trays and hot plates to be cleaned
- Oven surround and control panel also to be cleaned
- All kitchen bench tops and cupboards doors to be cleaned
- Toilet (including seat and pedestal) to be cleaned
- Dust window runners, sills, tracks and skirting boards
- Windows to be cleaned. Fly screens to be dusted down
- Carpets to be vacuumed or professionally cleaned (if stained)
- Bathroom floor, vanity basin, bath and shower to be cleaned
- Bathroom glass to be cleaned (shower screens, mirrors etc)
- Soap scum removed from shower recess, walls and floors
- Light fittings to be dusted and insect spots washed off
- Ceiling fan blades and exhaust fan covers to be cleaned
- Any marks on walls, doors and around light fittings to be removed

IF YOU HAVE AN APPROVED PET

- Carpets to be vacuumed or professionally cleaned (if stained)
- All hard floors to be washed

All Maintenance Must Be Reported!!

Failure to report maintenance may result in the tenant being liable for the cost of the repair. For example : if a water leak is not reported and results in the further damage, the tenant will be liable for the cost of extra damage as a result of failure to notify.