

TENANT GUIDE

Final Inspection

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In order to assist you in the vacating process we have included the below list of items we recommend you undertake to ensure a smooth transition in finalising your lease obligations

Returning Keys

Keys must be returned to our office at 209 Fullarton Road Eastwood prior to 5.00pm on the final day of your tenancy, rent will be charged up to and including the day on which keys are returned.

- Ensure all keys, including those such as window locks, garage, garden sheds etc as well as any remotes/swipes. Our office holds a record of all keys/remotes etc supplied at the tenancy commencement.
- If you have had professional cleaners engaged to undertake the vacate/carpet clean please provide a copy of the receipt to show this.
- Please provide a copy of the current alarm code to our office upon vacating (if applicable)

Obtaining the Bond Refund

After keys are returned, your property manager will undertake a final inspection of the property to ensure it has been left in an acceptable condition throughout. The original condition report and supporting photographs are used to determine our findings.

Your property manager will contact you after this inspection has taken place to confirm the outcome.

Detailed Cleaning Requirements

If you are engaging professional cleaners that are not one of our preferred contractors it is important that you provide them with this list to ensure they are aware of our cleaning requirements.

Kitchen

- All cupboards and drawers cleaned internally and externally including doors and handles/knobs
- Benchtops, sinks, tapware, tiling and splashbacks wiped down clean
- Hotplates including the elements and grill plate wiped clean
- Oven including all trays, side grill plates, internal and external door including glass section cleaned.
- Range hood front and all sides including removal of filters, cleaning and re-attachment into the fitting. Any non-working globes to be replaced.
- Flooring to be vacuumed and mopped including skirting boards to be cleaned
- Walls where scuff marked to be sugar soaped and cleaned

Appliances

Should the premises have additional appliances, these will require cleaning, these should include as follows;

- Coffee Machine – clean filters as per manual instructions, front and top of the machine
- Dishwasher – doors internally and externally including sides of doors and front panels
- Microwave – internally and externally including glass plate
- Fridge/freezer – all internal compartments to be removed (where possible) washed and cleaned. Doors and internal sides including top of the fridge to be cleaned.

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Bathrooms

- Shower recess – check tiles for mould which will require removal using exit mould or appropriate cleaning removal products, shower screen and all wall tiles, shower head, taps and soap holder. Grouting to be cleaned where discoloured
- Shower screen to be clean and streak free.
- Basin, vanity, mirror, tapware, cupboards all drawers to be cleaned internally and externally including doors and handles/knobs
- Toilet internally cleaned, base and lids/seat wiped and cleaned
- Bath internally, taps and all surrounding tiles/area to be cleaned
- Floors to be vacuumed and mopped
- Exhaust fan to be removed, washed, cleaned and re-attached
- Surfaces and ceiling to be mould-free

Bedrooms

- Cupboards including drawers, doors and handles/knobs wiped clean
- See General items for the remainder of tasks required.

Laundry

- All cupboards and drawers internally and externally including doors and handles/knobs
- Benchtops, tiling and splashbacks wiped down clean
- Flooring to be vacuumed and mopped including skirting boards to be cleaned
- Walls where scuff marked to be sugar soaped and cleaned
- Any appliances supplied by the landlord to be cleaned as required
- Exhaust fan to be removed, washed, cleaned and re-attached

General

- Light switches to be wiped over and cleaned where marked
- Doors including framework to be dusted and wiped over where marked (sugar soap may be required) this includes any French doors or sliding
- Hard surface flooring to be vacuumed and mopped (scrubbed if required) using the appropriate cleaning agent for each type of floor surface eg: marble, polished floorboards, vinyl etc. This includes skirting boards, inside edges of door frames and doors.
- Carpets to be vacuumed and steam cleaned if marks present. Please refer to our recommended tradesmen on the attached documentation.
- Light fittings to be dusted and cleaned. Some glass fittings may require removal (if possible) to clean build up inside the fixture
- Window frames – all framework to be dusted and wiped over
- Flywire screens to be dusted and wiped over, removed from fitting (if possible) to ensure internal framework is cleaned.
- Windows to be cleaned internally and externally.
- Walls – where marked must be sugar soaped or magic eraser and wiped over. If walls are marked over and above fair wear and tear some walls may require re-painting by a professional painter.

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- Window furnishings – Venetians to be dusted and wiped over, if heavily marked it may require sugar soaping or professional cleaning. Curtains and drapes to be clean and dust-free - may require professional cleaning if soiled.
- Internal cobwebs – to be removed from all areas of the property
- External cobwebs – to be removed from the front and back external areas eg; pillars, ceiling, porches, window frames and security wire
- Heating and cooling units – to be wiped over, filters to be washed and cleaned (where possible)
- Outdoor pavement may require high pressured hosing as required to remove stains such as oil.
- Ponds or outdoor water features to be cleaned as required

General Maintenance

- Light bulbs will need to be in working order upon vacation. Please ensure replacement of any bulbs are fitted prior to your vacation or you will be charged for a contractor to attend and replace any non-working globes.
- Garden maintenance – weeding, mowing of lawns, sweeping of private driveways, footpaths etc will need to be undertaken prior to vacation. Remove all garden waste from the property.
- Picture hooks that have been installed to walls, will need to be professionally patched and reinstated to the original condition which may require re-painting to walls where required (unless written permission has been provided by the landlord approving such hooks).
- Any other fixture/fitting/alteration not approved by the landlord may need to be removed and restored to its original condition as per the tenancy commencement.

Preferred Contractors

(Please book these services well in advance of the date you plan to vacate)

- Carpets: Statewide Cleaning - Gianni Rossi 0439 367 191
- Exit Clean: Bellissimo Cleaning - Sue Martin 0417 883 560

We thank you for choosing MAYA Real Estate and look forward to assisting you in the future.