

Final Inspection Guide

The following information has been prepared to assist you when vacating the property you have been renting through **Real Property Management**.

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 **Real Property Management** of your new forwarding address and phone number.
- Pay electronically all rent due through the vacating date.
- Return all keys to this office including mailbox keys, garage door openers, fobs and passes.
- Arrange disconnection of your telephone, electricity and gas effective **after** the end of the lease term.
- 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 security deposit.

Subject to the condition of the property at the commencement of your tenancy you should ensure that:

- The property is left in professionally clean condition throughout with any stains removed from the carpets. Carpets must be professionally cleaned with a copy of paid receipt.
- The property must be professionally treated for fleas and ticks if any pets have been present with a copy of paid receipt.
- Gutters and Chimney, if any, must be professionally cleaned with a copy of paid receipt.
- Eliminate all household pests and vermin from the interior of the property.
- Change all air filters on furnace and air conditioning units. Provide evidence from the company selected by landlord that fuel tank(s), if any, are filled.
- Have all light bulbs and smoke detectors in working order.
- All cupboards, shelves, drawers and benches are clean.
- Walls and doors are free of any marks.
- Stove, griller, oven and exhaust fans are spotless.
- 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.
- Venetian blinds are clean and curtains washed.
- All garbage, bottles, pet waste and rubbish are removed from the premises.
- The garage and/or storeroom are cleaned out and free of cobwebs, and grease marks are removed from car space/garage.
- Bathrooms are thoroughly cleaned, with all mildew and soap scum removed from tiles and grouting. Ceiling mildew must be removed. All drains must be clear. Toilets are to be cleaned inside and out, the bathroom floors must be mopped, along with caulking around tubs and showers must be in good condition.
- Lawns and edges are trimmed, gardens weeded, and shrubbery pruned.
- Leave HOA and any accompanying documents that pertain to the home on the kitchen counter.

Should you require the services of a cleaner, gardener and/or carpet cleaner, please contact us.

Please note that rent is due and payable until all keys are returned.