

FINAL INSPECTION GUIDE

Pacific Property Management

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

Please note that we cannot inspect the property until you have removed all belongings and have returned the keys. Any keys given to friends or relatives should also be handed back.

We ask that before the Final Inspection you:

- Ensure that our office has your new forwarding address and phone number.
- You pay your rent until the vacating date.
- Return all keys to this office including letterbox keys and a copy of your carpet cleaning receipt.
- Arrange disconnection of your telephone and electricity.
- Re-direct all mail to your new address.

Attendance to the following matters prior to our inspection will save considerable time and prevent unnecessary delays in returning your bond.

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

1. The property is left in a very clean and tidy condition throughout. The carpets must be professionally steam cleaned, you will be required to supply a receipt upon returning of keys.
2. All cupboards, shelves, drawers and benches to be cleaned.
3. Walls and doors to be cleaned of all marks.
4. Stove, griller, oven and exhaust fans to be spotless.
5. Windows, tracks and sills to be cleaned inside and outside where possible.
6. Any furniture, curtains or other items included with the property to be returned to original positions.
7. Clean venetian/vertical blinds and wash curtains.
8. Clean all light fittings.
9. All garbage, bottles and rubbish to be removed from the premises.
10. The garage and/or storeroom to be cleaned out, free of cobwebs and grease marks removed from car space/garage.
11. Bathrooms to be thoroughly cleaned with all mould and soap scum removed from tiles and grouting. Ceiling mould must also be removed. Toilets to be cleaned inside and out, and the bathroom floors to be mopped.
12. Lawns and edges trimmed and gardens weeded (this applies to townhouses and houses).

**PLEASE NOTE - RENT WILL BE DUE AND PAYABLE
UNTIL ALL KEYS ARE RETURNED**

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FOR YOUR INFORMATION:

Carpet Cleaners: Tony's Carpet Cleaning 6653 7744 or 0409 170 351
Frontline Carpet Cleaning 6658 5220 or 0417 541 312

Cleaner: Pacific On Call Services 6650 9009 or 0438 113 027

Pest Control: Harbour Pest Control 6658 1272 or 0417 456 550
Coffs Pest Control Services 6652 5693 or 0418 656 476

Lawn Maintenance: Trevor Smith 0434 264 117

Handyman: Rick Crane 0409 716 876
