

## Routine Inspection Guide (What we look out for at inspections)

We will conduct our first routine inspection at the property approximately 3 months after the commencement of your lease and then every 6 months. The main purpose is to provide a report to the owner that you are maintaining the property, and also to check for any repairs and make any recommendations to the owner.

We ask that before the periodic inspection you:

- Ensure that our office has your current phone numbers and email address
- Your rent is paid in advance (as per your Residential Tenancy Agreement)
- All keys to new locks are provided to this office as well as any security device codes and the location of the device
- Any damage to the property is repaired or rectified
- All terms of your Residential Tenancy Agreement are being met (refer to your current agreement)
- Any pets (if you are permitted pets) are secured, so they cannot run loose
- A list of any outstanding maintenance or issues you would like us to inspect and report to the landlord is sent to our office via fax or email

Attendance to the following matters prior to our inspection will save time and prevent unnecessary (and often unpleasant) conversations/actions. Subject to the condition of the property at the commencement of your tenancy (refer to your Condition Report, issued when you signed your Tenancy Agreement) you should ensure that:

- The property is very clean and tidy throughout with any stains removed from the carpets
- All cupboards, shelves, drawers and benches are cleaned
- Walls and doors are cleaned of all marks
- Stove, griller, oven and exhaust fans are cleaned
- Windows and sills are cleaned inside, and outside where possible
- All garbage, bottles and rubbish is removed from the premises
- The garage and/or storeroom is cleaned out, free of cobwebs and grease marks are removed from car space/garage
- Bathrooms are 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
- Lawns and edges are trimmed and gardens weeded (this applies to townhouses and houses)

**If all of these items are met for all of your periodic inspections this will assist you in receiving a very positive rental reference from this agency upon vacating the premises.**

*Photos* also note that the inspection may also involve taking photos of any repairs required, and a photo of the grounds front and back. It is policy that we **do not take** photos of tenant possessions.