



**HOOPER**  
REAL ESTATE

*Personal Service – Impressive Results*

## Final Inspection Guide

- Stove (especially behind the stove), griller & drip trays to be cleaned.
- Exhaust fan to be removed and cleaned.
- Refrigerator (especially behind refrigerator), and washing machine to be cleaned out. (If applicable).
- Air vents to be dusted.
- All cobwebs to be removed.
- Venetians to be cleaned thoroughly inside and out. (If applicable).
- Drapes/curtains to be in a clean condition.
- Windows and window sills to be cleaned thoroughly.
- All cupboards to be cleaned thoroughly inside & out.
- Marks to be removed from walls.
- All light fittings to be cleaned & globes left in working order.
- Particular attention should be paid to bathrooms, toilets, bathroom cabinets, shower recess to be scrubbed and grouting to be free of all soap, residue and mildew. Shower screen and curtain to be washed.
- Vacuum all floors.
- Carpet to be steam cleaned (provide office with receipt of such). Contact office for recommended tradesperson.
- Lawns to be mowed, edges to be trimmed.
- Flower beds & pebbled areas to be free of weeds.
- No rubbish to be left in the garden or garage.
- Driveways, carports and all concrete areas to be free from oil and grease stains.
- Furniture and upholstery to be left in clean condition. (If applicable).
- All items on inventory to be accounted for. (If applicable).
- Any damages caused by the tenant must be repaired by a professional tradesperson.
- Arrange for a final reading of the gas, water, electricity and telephone services.
- Contact post office and have all mail forwarded to new address.
- Turn off electricity at main power switch.

**NB: Make sure you have completely cleaned and vacated the property before you contact our property management department to arrange a final inspection and return of keys.**