

## FINAL INSPECTION GUIDE FOR TENANTS

### Lease Obligations Regarding Vacating:

- The tenant is required to give 2 weeks notice in writing (Notice of Intention to Leave obtained through the Agent or RTA) if they wish to vacate the premises at the end of their lease. If they wish to vacate before the end of the lease is reached, the tenant will then be liable for all Break Lease Fees, including Advertising Fee, a Break Lease Fee (one weeks rent + GST) and continued payment of Weekly Rent Payments until a new tenant is found.
- Upon vacating the premises, the tenant will be required to leave the property in the same condition in which they moved in, which means cleaning the property to a professional standard and having any carpets professionally steam cleaned. A receipt for Carpet Cleaning will need to be provided to the Agent to complete vacate.
- If there is a pet or pets residing at the property, the tenant will be required to have the property Professionally Flea Sprayed through a company recommended by the Agent and a receipt for Flea Spray will need to be provided to the Agent to complete vacate.

**Disclaimer:** “The attached cleaning is a guide only and additional cleaning may be required! N.B. Depending on circumstances, it may not be feasible for the tenant to return to the property to carry out missed cleaning etc. once keys have been handed in. Tenant will still be responsible for any expenses occurred if the agent must organize further maintenance/cleaning to complete the vacate”.

Please contact your Property Manager below for a list of reputable companies that our agency has used and who’s services we are happy with to carry out final cleaning and pest control requirements at our rental properties.

### Toowoomba, Dalby, Chinchilla & Quilpie:

Daphne Kae – Property Manager  
0428 497 158 | 07 4542 7900  
[daphne.kae@gdlrural.com.au](mailto:daphne.kae@gdlrural.com.au)

### Pittsworth:

Kimberley Jessen – Property Manager  
0427 826 407 | 07 4693 1466  
[kimberley.jessen@gdlrural.com.au](mailto:kimberley.jessen@gdlrural.com.au)

**GENERAL – ALL ROOMS:**

- All exhaust fans throughout the property to be cleaned & air vents to be dusted
- Ensure all light bulbs are installed and working
- Venetians to be washed thoroughly (if applicable)
- All vertical strings & beading to be attached & secured
- Curtains / drapes to be washed or dry-cleaned according to fabric
- Flyscreens to be removed carefully & hosed or brushed to remove dirt / dust (if applicable)
- Windows, windowsills, & tracks to be cleaned thoroughly – glass to be streakfree
- Doors & doorframes to be left clean & undamaged
- Marks to be removed from walls with sugar soap
- Cobwebs to be removed from ceiling cornices & walls
- All light fittings & ceiling fans to be cleaned & free from insects
- All floors, walls, cornices & skirting boards to be dusted and washed
- Clean all mirrors throughout including wardrobe door mirrors (if applicable) All items on inventory to be accounted for (if applicable)

**KITCHEN:**

- The oven, griller & stovetop is to be cleaned. Drip trays & glass to be cleaned of all grease
- Rangehood to be cleaned, including the filters (where applicable)
- Sink taps & disposal unit (if applicable) to be cleaned & polished
- All cupboards to be cleaned inside & out (don't forget the tops of the cupboards!)
- Sink taps & disposal unit (if applicable) to be cleaned & polished
- Walls & tiled areas to be free from grease, grime & streaks
- The dishwasher is to be left clean. Wipe over internal door & remove debris from bottom drainer (if applicable)

**BATHROOM:**

- Shower recess to be scrubbed
- Grouting to be free of all soap residue or mildew
- Shower curtain (if applicable) to be washed & shower screen to be cleaned
- All plugholes are to be clean & free of debris. Ensure plugs are accounted for
- Mirrors to be wiped over & streak-free
- All drawers & cupboards to be cleaned
- Toilet to be cleaned thoroughly, including bowl, seat & cistern

**LAUNDRY:**

- Clean under laundry tub and clean plughole

- Cupboards to be cleaned thoroughly inside and out

**OUTSIDE AREAS:**

- Lawns to be mowed and edges trimmed within two (2) days of vacating
- (DO NOT dump grass clippings or tree off cuts in garden beds or behind sheds)
- Gardens and pebble areas to be weeded
- No rubbish, cigarette butts or animal excrement to be left in the gardens or around the property
- All garbage bins to be reasonably clean and either emptied or left roadside for rubbish collection
- Driveways, carports, garages, and any concrete areas to be free from oil and grease stains
- Garage floors to be swept and cobwebs removed
- Cobwebs to be removed from outside eaves, awnings, and ceilings (where applicable)
- Water tank/s are to be topped up to the same level as per start of tenancy (refer to entry condition report) Empty grease trap basket (if applicable)
- Pool and spa to be cleaned, vacuumed and at the correct pH factor (if applicable)
- Pool equipment to be in accordance with in-going inventory and for security reasons must be stored in the garage at the time of vacating (if applicable)

**CARPETS:**

- Carpets are to be professionally cleaned and a receipt produced to our office with the return of the keys.

**DAMAGE:**

- Damage that occurs due to the tenant's neglect will be rectified at the tenant's cost.

**IMPORTANT THINGS TO KEEP IN MIND:**

- DISCONNECT THE POWER / ELECTRICITY (allow up to 10 business days for country areas)
- DISCONNECT THE TELEPHONE & INTERNET
- CANCEL ACCOUNT WITH GAS COMPANY
- REDIRECT MAIL ADDRESS
- TV BOOSTER TO REMAIN AT PROPERTY (if supplied)
- CANCEL DIRECT DEBIT RENT PAYMENTS (once rent paid in full to vacate date)
- RETURN ALL KEYS, GARAGE REMOTES & RECEIPTS TO THE OFFICE
- RENT IS PAYABLE BY THE TEANNT UNTIL THE PROPERTY IS SUPPLIED TO THE AGENT IN FULL SATISFACTION AND THE KEYS ARE RETURNED