

Routine Inspection Guide

The following information has been prepared to assist you when a routine inspection is due at the property you are renting through **Access Property Management**.

We ask that before the routine inspection you:

- ✓ Ensure that our office has your current phone numbers and email address
- ✓ Your rent is paid two weeks 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 pets (if you are permitted pets) are secured, so they cannot run loose
- ✓ Complete the Maintenance Request Form if required

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 Property Condition Report, issued when you signed your Tenancy Agreement) you should ensure that:

- ✓ All floors to be vacuumed and washed
- ✓ Skirting and window sills to be dusted. Flies and cobwebs removed from window tracks, ledges and sliding doors.
- ✓ All cupboards, shelves, drawers and benches are cleaned
- ✓ Walls and doors are cleaned of all marks
- ✓ Stove, oven, grill and exhaust fans are cleaned and all build up of grease removed
- ✓ Windows, glass and flyscreens are cleaned inside, and outside where possible
- ✓ Light shades and ceiling fans to be cleaned. Air vents to be cleaned. Air conditioning vents cleaned.
- ✓ 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, toilets, bathroom cabinets and shower/bath recesses are thoroughly cleaned, with all mould and soap scum removed from tiles and grouting. Top of skirting tiles to be cleaned. Ceiling mould must also be removed. Toilets to be cleaned, including seat, inside and outside of bowl and S bend. Bathroom floors to be mopped
- ✓ Exhaust fans to be removed and cleaned
- ✓ Lawns and edges are trimmed and gardens weeded (this applies to townhouses and houses)
- ✓ Property to be presented in a clean and tidy condition

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.

Thank you for your cooperation.