

Property Inspection Guide – Final Inspection

Property Address: _____
 Name of Tenant(s): _____
 Property Manager: _____
 Move Out Date: _____

To ensure the return of your bond is not delayed we have listed for your convenience a number of items which must be attended to prior to vacating the premises as a guide. Please note this is not a definitive list as there may be other items in your property requiring cleaning.

If you wish to have the property professionally cleaned please let your property manager know and we can get you the contact details to our recommended creditors.

When Vacating

Completed

Keys and garage remotes returned to Harcourts office (Latest 12pm!)	
Filled in bond refund form	
Paid outstanding rent arrears	
Cancel automatic rent payments	
Cancel utilities accounts like gas, power, internet etc.	

Outside

Lawns mowed, edges trimmed and all grass clippings removed from property	
Weeds removed from lawn, garden beds and paving	
Hedges trimmed to shoulder height (if applicable)	
Decks, Courtyards, Porches and Patio areas to be swept and left free of debris.	
Clean the BBQ inside and out and under the BBQGarage/Carport, Driveway and Paving to be swept and left free of debris.	
Remove any oil stains	
Cobwebs removed from eaves, external light fittings, carports and sheds	
No rubbish to be left on the premises	

Inside

All hard floors (floorboards, polished concrete, tiles, vinyl) to be swept and washed (<i>we advise against using a steam mop on wooden floors due to the high incidence of damage occurring</i>)	
Drapes / Curtains, Nets and Blinds to be removed, gently cleaned and re-hung	
Light switches, fittings and shades dusted and gently cleaned. Blown bulbs are to be replaced	

Windows, sills and tracks cleaned and left free of dust and debris	
Walls, ceilings, skirting boards and light switches wiped clean and free from marks and insect spots	
Ceiling fan blades cleaned (if applicable)	
Heat pump filters dusted and cleaned (if applicable)	
Harcourts strongly recommend to get carpets professionally cleaned	

Bedrooms

Window tracks cleaned	
Carpet professionally cleaned including under the beds	
Wardrobes clean and clear of any leftover coat hangers	
Skirtings wiped and cleaned	
Behind and under all furniture clean	
Vacuum cleaner – ensure it is clean and emptied of any rubbish and/or new bag	

Kitchen

Oven thoroughly cleaned, including surround, control panel, shelves, grill, drip trays and hot plates	
Splashbacks cleaned	
Exhaust fan covers/range hood cleaned and filters clean and free of grease	
Dishwasher cleaned including filter cleared and door left ajar	
Waste disposal emptied	
Sink and drain board cleaned	
All bench tops and shelves cleaned	
All cupboard doors and shelves cleaned – both inside and outside. Throw away any plastic bags left over	
Fridge/freezer cleaned inside and out with doors left ajar (if applicable) please pull out the fridge and clean behind	

Bathroom/Laundry

Shower curtain cleaned / replaced (if applicable) clean shower dome, shower waste drain popped up and cleaned	
Vanity / cupboards & drawers cleaned inside and out	
Glass screens and mirrors cleaned and left free from streaks	
Toilet (including the seat and pedestal) thoroughly cleaned	
Exhaust fan cleaned and left free from dust	

Laundry sink / cupboard cleaned inside and out	
Washing Machine / Dryer left clean and free of lint	

Please note any maintenance issues below:

.....
.....
.....

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.

If all of these items are met for your final inspection this will assist you in receiving your full bond refund and a positive rental reference from your property manager upon vacating.

Any questions please let us know.

Thank you for you cooperation.

Harcourts Property Management Queenstown
03 441 0793
rentals.queenstown@harcourts.co.nz