

# FINAL INSPECTION REQUIREMENTS - COMMERCIAL PROPERTIES

IT IS IMPERATIVE THAT THE PROPERTY IS CLEAN AND ALL YOUR POSSESSIONS ARE REMOVED PRIOR TO THE FINAL INSPECTION.

Failure to do so will result in a claim against you and a delay in finalising your tenancy. We strongly recommend you read the requirements overleaf.



## **WE RECOMMEND YOU PAY PARTICULAR ATTENTION TO THESE REQUIREMENTS**

- 1.** Painting of all internal and external painted surfaces including walls, doors, ceilings, skirtings, windowsills and frames and door jambs etc. Refer to the lease agreement for painting specifications.
- 2.** Fire extinguishers, hose reels and fire equipment to be checked and tags stamped accordingly. Production of documentation required.
- 3.** Exhaust fans to be removed and cleaned out.
- 4.** Air conditioning to be serviced prior to vacation and a service report to be produced including the production of documents to show full maintenance history. Air conditioning ducts and intake filters to be cleaned and dust free.
- 5.** All blinds and window furnishings to be cleaned and washed thoroughly.
- 6.** Windows, fly screens and window sills to be cleaned thoroughly.
- 7.** All cupboards to be cleaned inside, out & on top and all items to be removed.
- 8.** Particular attention should be paid to bathrooms, toilets and bathroom cabinets. Shower recess, shower screens and shower curtains are to be scrubbed & grouting is to be free of all soap, residue and mildew.
- 9.** All light fittings, light covers and shades to be cleaned and blown light globes replaced. All light diffusers to be cleaned.
- 10.** All floors including skirtings to be washed.
- 11.** All carpets are to be steam/dry cleaned by a professional and a receipt provided. If excessive wear is present (particularly from not using protective floor mats for work stations) carpets are to be replaced. Please discuss with your agent first.
- 12.** Cobwebs to be removed.
- 13.** Garden and courtyard areas to be tidied and flower beds, pebbled areas and paved areas to be weeded.
- 14.** No rubbish is to be left in the garden.
- 15.** Rubbish bins to be emptied or left at curb for collection. No rubbish is to be left outside of the bins. Skip collection to be arranged.
- 16.** All oil stains in carports, garages, car parks or driveways to be removed.
- 17.** Cleaning of all gutters.
- 18.** Any dripping taps or toilet cisterns to be repaired.
- 19.** All signage and advertising material to be removed and restoration of any surfaces if required. Illuminated signs to be reversed. In the event that signage is removed please ensure that electrical components are protected from weather and elements and that electricals are left intact.
- 20.** Furniture and upholstery to be left in clean condition.
- 21.** All items on inventory to be accounted for.

## ALSO PLEASE REMEMBER THAT.....

- It is advisable that you are present at the final inspection as it would be a good opportunity to raise any matters of concern.
- All keys are to be handed over at the final inspection.
- **Regretfully in the event that the matters are not finalised on or before the final inspection date rent will be charged at a monthly rate until all matter are finalised.**
- It is your responsibility to ensure that electricity, telephone and gas will have final readings undertaken and that the accounts are closed as at the date of vacation.
- Please advise us of your forwarding address so that we can mail out a final account and any financial and accounting reconciliations if applicable.

If you need help or prefer to hire a professional to clean the property we can suggest the following contractors.

### **BS & MC CLEANING**

M 0412 831 402

### **ZIG ZAG CARPET CLEANING**

M 0421 318 318 (Carpets only)

### **PLEASE NOTE**

We do not accept any liability for the use of the above companies. It is the tenant's responsibility to ensure the cleaning company has cleaned the property to an acceptable standard prior to the final inspection.