

## 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 LJ Hooker Victoria Park.

We ask that before the routine inspection you:

- Ensure that our office has your current phone numbers and email address
- 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

Attendance to the following matters prior to our inspection will save time and prevent unnecessary conversations/actions. In order for us to adequately check the premises for maintenance during inspections it is imperative that the property is presented in a clean and tidy manner.

### OUTSIDE

- Lawns are mowed, edges are trimmed and lawns and gardens are weeded
- Verandas, patios, garage/carport, shed, driveway and paving are swept and cobwebs are removed
- Weeds and Oil stains are removed from the paving or concrete driveway. A drip tray should be used if car leaks oil
- Where pets are kept on the property, all animal droppings are removed
- All garbage, bottles and rubbish is removed or stored correctly in bins. Please note it is unacceptable to keep unlicensed vehicles and/or car bodies on the property

### INSIDE

- Carpets to be vacuumed. If stained, carpet to be professionally cleaned
- All hard floors to be mopped
- Bathroom floor, vanity basin, bath, shower and exhaust fans to be cleaned
- Bathroom glass (shower screens, mirrors etc. to be cleaned with all mould and soap scum removed
- Toilet including seat, inside and outside of bowl and pedestal to be cleaned
- Windows, glass and flyscreens are cleaned inside, and outside where possible
- Window runners, sills, tracks and skirting boards to be dusted
- Stove, oven, grill, shelves, drip trays, oven surrounds, control panel, hot plates and exhaust fans are cleaned
- Kitchen and laundry sinks, bench tops, cupboards and shelves are cleaned
- Light fittings to be dusted, with insect spots washed off if necessary. Ceiling fans, air vents and air conditioning vents to be cleaned
- Walls and doors are cleaned of all marks

Thank you for your cooperation.