

**Inspections are carried out to ensure the reasonable upkeep of the property by yourself as the tenant, and also to identify any areas of maintenance which may be required by the Landlord in order to ensure your enjoyment and use of the property.**

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, inside and outside.

We recommend that you complete the following preparation prior to your routine inspection visit, and ensure the internal and external items listed on the following page are completed to a reasonable standard (to the fullest extent to which it applies to your property).

## PRIOR TO ROUTINE INSPECTION DAY

All keys to new locks are provided to us prior to inspection should any locks have been changed

You have advised us of your current alarm code if it has been changed

Unreported maintenance items are reported to us prior to the inspection to [servicedesk@vividpm.com.au](mailto:servicedesk@vividpm.com.au)

## ON ROUTINE INSPECTION DAY

If you have a permitted pet, please ensure that any pets are appropriately secured/restrained

All areas/rooms of the property's interior are accessible and not locked

## IMPORTANT INFORMATION

In the unlikely event that we are unable to perform the inspection as a result of not being able to adequately access the property, or if it becomes necessary to re-inspect due to a tenant's neglect to reasonably maintain the premises, we reserve the right to levy an additional inspection charge payable by the tenant, as specified in the lease agreement.

**To assist you in the preparing for the Routine Inspection please ensure you have completed the checklist on the following page.**

## PREPARATION CHECKLIST: EXTERNAL

DONE

Gardens presentable, tidy and maintained, including:

- Lawns to be presentable, tidy and maintained
- Lawns, garden beds, driveways and paving to be free of weeds

Verandas, patios, courtyards, balconies, garage/carport, storerooms, driveway and paving to be swept or washed so they are clean and tidy.

Paving, concrete, driveway to be free of stains

Eaves, outdoor ceilings, patio, carports, storerooms and sheds

- Clean and free of spider webs and excessive dirt and dust.

All loose general waste or rubbish is correctly disposed of

Swimming Pool and/or spa to be clean and useable

If pets are permitted, all animal droppings to be removed

## PREPARATION CHECKLIST: INTERNAL

DONE

All carpets to be clean and free of stains

All hard floors to be clean, vacuumed and washed

Bathroom floors, vanity, cupboard, basin, mirror, bath and exhaust fans are clean

Shower screen and shower recess, walls and floors to be clean and free of staining and scale build up

Toilet/s (including seat, cistern and pedestal) to be clean

All windows and doors; glass, frames, sills and tracks to be clean

Flyscreens are clean and dusted where accessible

Kitchen bench tops, cupboards and wall tiles/splash backs are clean

Oven shelves, grill, drip trays, hot plate, control panel and oven surrounds are clean

Kitchen stove top, range hood, exhaust fan/s and sink clean

Laundry sink, bench top, exhaust fan and tiles clean

Light fittings clear of dust, stains and marks

Ceiling fan blades and air conditioning units/outlets are clean and free of dust

Walls, skirting boards, doors, doorframes, light switches, control panels and power points to be clean and free of hand marks, stains and scuffs