

PERIODIC INSPECTION GUIDE

The following information has been prepared to assist you when a periodic inspection is due at the property you are renting through **MAEVA PROPERTIES**

We ask that before the periodic inspection you:

- ✓ Ensure that our office has your current phone number and email address
- ✓ Your rent is paid one week in advance (as per your Tenancy Agreement)
- ✓ Any damage to the property is repaired or rectified
- ✓ All terms of your Tenancy Agreement are being met (refer to your current agreement)
- ✓ Any pets (if you are permitted pets) are secured, so they cannot run loose (a few of our team have animal allergies, so this is very important)
- ✓ A list of outstanding maintenance items you would like us to inspect and report to the landlord is sent to our office via email

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 Ingoing/Entry condition report), you should ensure that:

- ✓ The property is very clean and tidy, with any stains removed from carpets
- ✓ All cupboards, shelves, drawers and benches are cleaned
- ✓ Walls and doors are cleaned of all marks
- ✓ Stove, griller, oven and exhaust fans are all cleaned
- ✓ Windows and sills are cleaned inside and outside, where possible
- ✓ All garbage and rubbish is removed from the property
- ✓ The garage and/or storeroom is cleaned out, free of cobwebs and grease marks removed from your car space/garage
- ✓ Bathrooms are thoroughly cleaned, with all mould and soap scum removed from tiles and grout. Ceiling mould must also be removed. Toilets to be cleaned inside and outside, and the bathroom floors to be mopped.
- ✓ Lawns and edges to be trimmed and gardens weeded

If all these items are met for 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.