



CrownGroup

Periodic Inspection Guide

The following information has been prepared to assist you when your periodic inspection is due at the property you are currently leasing through Crown Property Agency.

We ask that before the periodic inspection you:

- Ensure that our office has your current phone number(s) and email address.
- Your rent is paid up to date, in line with your Residential Tenancy Agreement (weekly, fortnightly or monthly).
- All keys to new locks are provided to this office as well as any security device codes and the location of the device.
- Any damage to the property is repaired or rectified.
- All terms of your Residential 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 list of outstanding maintenance or issues you would like us to inspect and report to the landlord is sent to this 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 Condition Report, issued when you signed your Tenancy Agreement) you should ensure that:

- The property is very clean and tidy throughout with any stains removed from the carpets. Recommend a steam clean is conducted if marks are currently present on the carpet.
- Walls and doors are cleaned of all marks.
- Stove, griller, oven and exhaust fans are cleaned.
- Windows and sills are cleaned inside and outside where possible.
- All garbage, bottles and rubbish has been removed from the premises.
- The garbage and/or storeroom is cleaned out, free of cobwebs and grease marks are removed from car space and storage cage.
- Bathrooms are thoroughly cleaned, with all mould and soap scum removed from tiles and grouting. Ceiling mould must also be removed. Toilets are to be cleaned inside and out, and the bathroom floors are to be mopped.

If the above items are met for all of your periodic inspections this will assist you in receiving a very positive rental reference from Crown Property Agency upon vacating the premises. Thank you for your co-operation.