

Periodic Inspection Guide

The following information has been prepared to assist you when your Periodic Inspections are due at the property you are renting through TracyRoberts Real Estate.

We ask that **before** your Periodic Inspection you:

- Ensure that our office has all your current **phone** and **fax** numbers and **email** addresses;
- Your rent and all water usage is paid up to date and in advance as per your Residential Tenancy Agreement;
- All keys to any new locks are provided to our office as well as any security device codes and the location of the device;
- Any damage to the property is repaired and 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 that they do not run loose;
- A current copy of your document of your Pet Registration with the local council must be provided to the office;
- A list of any maintenance or issues you would like us to inspect and report to the Landlord is provided to this office via fax (9631-6522) or email (rentals@tracyroberts.com.au) using the Repair Request Form. We **DO NOT** accept verbal requests at the time of the inspection.

Attendance to the following matters **prior** to our inspection will save time and prevent unnecessary and often unpleasant conversations and or actions and second inspections of the property.

Subject to the condition of the property at the commencement of your tenancy – refer to your Ingoing Inspection Report, you should ensure that:-

- Ensure that the property is very clean and tidy throughout with any stains removed from any carpets;
- The stove, griller, oven, range hood, exhaust fans are clean and free of oil and grease build up;
- All cupboards, shelves, drawers and benches are clean and tidy;
- All walls, doors, skirting boards and light fittings are clean and free of dust and marks;
- The bathrooms are thoroughly cleaned with all mould and soap scum and residue removed from the tiles, grouting and shower screens/frames. All mildew etc must be removed from the ceiling, walls etc. Exhaust fans must be clean and lint/obstruction free;
- Lawns are to be mown and edged, garden beds tidy and free from rubbish and weeds;
- Pet excrement is to be removed from lawns etc (if approved for a pet);
- The garage/carport/storeroom/sheds are to be clean, free from cobwebs and oil/grease marks to the flooring

If all these items are met for all your Periodic Inspections, this will assist you in receiving a very positive rental reference from this Agency when you are looking to lease another property in the future. Any breaches will be disclosed.

Thank you for your co-operation and should you have any queries, please contact us on 9631-3544.

Regards

THE PROPERTY MANAGEMENT TEAM