

## Routine Inspection Handy Hints

We conduct routine inspections of the property every three months. These inspections are a great opportunity for you to report any maintenance issues you have come across. In preparation for your inspection, can you please complete the online maintenance request form and submit prior to your inspection to ensure your Property Manager is aware of the issue prior to the inspection.

Please keep in mind, it is not necessary for you to be present for the inspection as we hold a spare key to the property. In the event we do access without your presence please rest assured that the property will be secure upon your Property Manager leaving the property.

In Preparation for Your Inspection:

- Please complete the online maintenance request form and submit prior to your inspection.
- Please ensure all rooms are accessible for the inspection.
- Please ensure all grout and sealant to kitchen and bathrooms are mould free, this is beneficial to yourself and will avoid unnecessary vacate costs.
- Please tidy down all surfaces so we can ensure there is no damage or maintenance required.
- Please lift any loose belongings off floors to allow your Property Manager to inspect.
- Please give the property a general tidy inside and out to allow for a successful inspection.
- If you have a dog please ensure it is restrained for the inspection or ensure we can still access all areas of the property.

If you have any questions regarding your upcoming inspection please don't hesitate to contact your Property Manager on 07 4054 3563.

