Routine Inspection guidelines

Routine inspections don’t have to be a hassle. To make them smooth, easy and quick, we’ve put together these guidelines.

# Before the inspection

Make sure we have your current contact number and email address

Your rent is paid up to date

Any damage to the property is repaired and all issues have been rectified

If your details have changed or you need to arrange for more time before your routine inspection to repair damage, get in touch with your Property Manager as soon as possible.

## Sydney office

2106, 31 Lasso Road, Gregory Hills NSW 2557

## Newcastle/Maitland office

Suite 3, 12 Ken Tubman Drive, Maitland NSW 2320

## Postal address

2106, 31 Lasso Road, Gregory Hills NSW 2557

## Email us

[pm@marvelrealty.com.au](mailto:pm@marvelrealty.com.au)

## Call us

02 9782 2202

# Leading up to inspection

Prior to Property Officer attending the property for the Routine Inspection, ensure you refer to your **Ingoing Condition Report** which was given to you at the commencement of the Tenancy.

Ensure the following is done before the inspection:

The property and belongings are presented in a neat and tidy manner

Carpets throughout are free from stains and dust

Floorboards throughout are free of scratches and dust

All cupboards, shelves, drawers and benches are cleaned thoroughly

Walls and doors throughout are clean and free of any marks

Stove, griller, oven and rangehood are all thoroughly cleaned

Bathrooms are thoroughly cleaned. All mould and soap scum must be removed from glass doors and tiles.

Windows, sills and tracks are all clean inside and outside

All garbage items e.g. bottles are removed from the property

The garage, garden shed and storage rooms are presented in a neat and tidy manner and are thoroughly cleaned out

Ensure there are no cobwebs or insect marks on ceilings

Lawns and edges are trimmed and gardens must be weeded



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By meeting the guidelines above you can ensure your Routine Inspection goes smoothly and there will

be no need for the Property Manager to come out for a re-inspection. From the whole Marvel Realty Property Management team, thank you for your co-operation.