



INFORMATION HANDBOOK

General Inspections

A guide to assist with preparing
for your upcoming inspection

JULY 2023



Important Information For Renters

As a rental provider, CEHL inspect properties internally and externally to ensure renter obligations are being met. Under the Residential Tenancy Act 1997, a renters obligations are:

- 'a renter must avoid damage to premises or common area', and
- 'a renter must keep the rented premises clean'.

The following information will help you to prepare for an upcoming inspection.



All Rooms

- Wipe down any window ledges and clean windows
Handy Tip: use a micro fibre cloth to avoid wipe marks
- Wipe down all light switches, door handles and surrounding handle area on door
- Wipe away any marks on walls
Handy Tip: use a damp cloth with some sugar soap
- Vacuum floor
- Wipe down or vacuum skirting boards
- Mop hard floor area (do not mop if this area is carpeted)
- Remove dust build up from heating/cooling vents
- Wipe down cupboard doors to remove any marks
Handy Tip: use a micro fibre cloth on mirror cupboard doors to avoid wipe marks
- Remove any cobwebs
- Dust light shades
- Tidy room i.e. dispose of rubbish and ensure surface areas are clean and clutter free
- Ensure all rooms are free of any fire, electrical or safety hazards and that clear access is provided



Kitchen

- Clean stove, including hot plates or gas burner covers
Handy Tip: spray all stove areas with an appropriate stove cleaner and leave to sit for as long as possible before giving it a thorough scrub/wipe
- Clean oven including oven trays
Handy Tip: spray all oven areas with an appropriate oven cleaner and leave to sit for as long as possible before giving it a thorough scrub/wipe. Soak oven trays in laundry trough with an appropriate cleaning detergent to help remove any build up.
- Wipe down sink, tapware, and benches
- Clean exhaust fan cover/range hood vents
Handy Tip: let cover/vents soak in laundry trough to help remove any excess grease
- Wipe down fronts of cupboards and drawers



Bathroom

- Clean mirror
Handy Tip: use a micro fibre cloth to avoid wipe marks
- Clean shower including base, grout, tiling areas and shower head/tapware
Handy Tip: spray all shower areas with an appropriate shower cleaner and leave to sit for as long as possible before giving it a thorough scrub/wipe. Using a squeegee after each shower helps keeping the shower cleaner for longer
- Clean bath
Handy Tip: spray all bath areas with an appropriate bath cleaner and leave to sit for as long as possible before giving it a thorough scrub/wipe
- Clean toilet including lid, seat, bowl etc.
- Wipe down hand basin, tapware and benches
- Clean exhaust fan cover
Handy Tip: let cover soak in laundry trough to help remove any excess grease
- Wipe down fronts of cupboards and drawers



External areas

- Clear garden beds of any weeds or overgrowth
- Mow all lawn areas including the nature strip
- External areas including; shed/garage i.e. dispose of rubbish and remove any pet/animal faeces
- Ensure all external areas including; shed/garage are free of any fire, electrical or safety hazards and that clear access is provided
- For OH&S requirements, please ensure any pets are restrained and will not disrupt the inspection



Additional Information

- More information on the Residential Tenancies Act. 1997 can be found at:
<https://www.legislation.vic.gov.au/in-force/acts/residential-tenancies-act-1997/103>



Further questions?

Please contact your **Tenancy Coordinator**, or:

Phone: 1800 353 669

Email : tenancy@cehl.com.au.

