



## STUDIO INSPECTION CHECKLIST

1. Clean (warm soapy water and cloth) all window sills and any mould/dirt on aluminum joinery (metal frame around glass)
2. Clean marks on walls and wardrobe doors, bedroom door etc. (warm soapy water or better still sugar soap)
3. Clean (warm soapy water and cloth) all skirting boards in studio/ensuite/wardrobes – don't forget to pull bed and other furniture away from walls to clean and vacuum behind
4. Dust and wipe down all other surfaces of furniture, shelving, lamp, inside desk drawers etc
5. Clean your bathroom/toilet thoroughly. Ensure inside/outside of shower/toilet/vanity are clean and floors washed
6. Vacuum all carpet areas
7. Clean your kitchen cupboards/drawers/fridge inside and out, all kitchen appliances, dishes, benchtop, etc.
8. Clean shared laundry area
9. REMOVE all personal items from the studio before exit inspection – you will be required to hand over your unit keys and/or carpark permit at this time
10. Any outstanding rent/utilities must be paid before exit inspection
11. All unit keys and/or carpark permit must be handed over at your exit inspection.
12. Ensure that you have your allocated bank account number available for your bond refund. If you are leaving NZ after your exit inspection it is highly recommended that you do not close your NZ bank account until after your bonds have been refunded
13. If you have an Automatic Payments set up, check with your property manager when the last payments are due, and instruct your bank to stop the AP's there after. Buildcorp does not have the authority to do so
14. Your feedback is appreciated. Please do send me an email: [admin@buildcorp.co.nz](mailto:admin@buildcorp.co.nz) with comments over your time with Buildcorp.