

PRE-SETTLEMENT INSPECTION CHECKLIST

Note:

This final inspection before settlement is recommended only after a satisfactory building and pest inspection by a qualified building inspector. This is your final chance to inspect the property you've bought before settlement. Any problems that you might uncover during this inspection may be fixed at the vendor's expense rather than yours.

Property address:

Doors

- ☐ Check all door locks and keys. Are they working as intended?
- ☐ Is the doorbell working?
- ☐ Is the garage door working?

Windows

- ☐ Check if no new windows are broken.
- ☐ Check if all the windows locks and keys work.
- ☐ Check the working condition of fly screens, curtains and blinds.

Kitchen

- ☐ Are the appliances in working order? Turn them on and off.
 - ☐ Oven
 - ☐ Dishwasher
 - ☐ Garbage disposal
 - ☐ Sink
 - ☐ Exhaust fans
 - ☐ Cooktop
- ☐ Check for leaks from faucets and the sink

Bedroom 1

- ☐ Heating and air conditioning. Are they working as intended?
- ☐ Are the light fixtures in the room working and securely installed?
- ☐ Are all power outlets working?
- ☐ Are Smoke detectors working?
 - ☐ Collect all the remotes



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Bedroom 2

- ☐ Heating and air conditioning. Are they working as intended?
- ☐ Are the light fixtures in the room working and securely installed?
- ☐ Are all power outlets working?
- ☐ Are Smoke detectors working?
 - ☐ Collect all the remotes

Bathrooms

- ☐ Are all the taps and plumbing working as intended? Try running the water.
 - ☐ Taps
 - ☐ Sinks
 - ☐ Bathtubs
 - ☐ Shower screen
 - ☐ Toilet - Flush it
 - ☐ Exhaust fan - Turn on and off.
- ☐ Are there any leaks?

Living room

- ☐ Heating
- ☐ Cooling/ air conditioning
- ☐ Light fixtures
- ☐ Smoke detectors
- ☐ Carpets

Utilities

- ☐ Hot water system or rainwater tank and its location
- ☐ Sprinklers system
- ☐ Location of the fuse box, circuit box
- ☐ Location of the electricity meter

Outside of house (*wherever applicable*)

- ☐ Paint condition
- ☐ Condition of fences and retaining walls Garden condition
- ☐ Gutters
- ☐ Sprinklers system check
- ☐ Swimming pool and pool pumps



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Notes/ Other comments



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Key Questions To Ask During the Final Inspection

Note:

E-mail the selling agent with the following list of things that you would like to discuss with the vendor during the final inspection.

- ☐ Getting a professional cleaner in, prior to settlement. This means that when you move in, everything is clean.
- ☐ Keys for the property. Best to put them all on a white piece of paper, write the name / where each key is used for and then take a photo.
- ☐ Any issues/repairs required to the house that you need to be aware of.
- ☐ If you were to make any improvements to the property, what would you do?
- ☐ Are there any issues with noise?
- ☐ Are there any issues with privacy, e.g. the neighbours can see into the backyard?
- ☐ Any issues with termites/borers (note that most houses in Australia have had termites at some stage, in particular, look for any wood touching the ground directly /plants/garden beds that are directly against the walls as this is an easy access point)
- ☐ What are the neighbours like?
- ☐ If it's a unit or townhouse, then what is the strata like?
- ☐ Any issues with crime/break-ins in the area? Is it safe at night?
- ☐ Appliances such as dishwasher/air conditioning/fountains etc – how to use them and copy of any manuals/warranties. If they haven't kept the manuals, then you can just search online for the model number and usually, you can find them.
- ☐ Do you have copies of architectural plans for the property?



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- ☐ The fuse box (circuit breakers, electricity meter) & water heater location.
- ☐ The forwarding address for any of the previous owners' mail(s) received in the future. It happens more often than you think.
- ☐ Garden – anything we need to do to keep it maintained e.g. trimming a hedge.
- ☐ Any regular jobs that need to be done to keep the property maintained, e.g. cleaning the gutters.
- ☐ Paint colour & type / do they have leftover paint cans.
- ☐ Arrange a time for a final inspection prior to settlement (discuss with your conveyancer as well).
- ☐ Consider having a locksmith change all the locks. You purchase a property and have no idea who has copies of the keys. Some real estate agents do provide this as a service to new owners.

Notes/ Other comments: