

## Pre-Settlement Inspection Checklist

Carry out your final walk-through in the days before settlement to confirm the property is in the same condition as when you signed the contract, and that everything included in the sale is present and working.

### Interior Fixtures

- ☐ Test lights and power outlets in every room
- ☐ Open and close every door — check locks, doorbell and garage door
- ☐ Check windows, fly screens, locks and keys
- ☐ Open and close all curtains and blinds
- ☐ Press the test button on every smoke alarm

### Plumbing & Hot Water

- ☐ Turn on every tap and check water flows properly
- ☐ Check sinks, showers and drains empty away smoothly
- ☐ Flush every toilet and check bathtubs fill and drain
- ☐ Test the hot water system by running the hot taps

### Heating & Cooling

- ☐ Turn on every heater and air conditioner and check they work
- ☐ Confirm remote controls are included and collect them all

### Kitchen & Appliances

- ☐ Check the oven, cooktop, rangehood and dishwasher work
- ☐ Check the sink and exhaust fan
- ☐ Confirm items like the fridge and microwave aren't included unless stated in the contract

### Flooring & Cleanliness

- ☐ Check carpets and floors for new stains or damage
- ☐ Confirm rubbish is cleared from the home, shed and yard
- ☐ Check the home is clean, tidy and matches its condition at contract signing
- ☐ Look for new scratches, stains, mould or pest damage

### Fixtures & Fittings

- ☐ Confirm everything in the contract is still there — light fittings, wardrobes, curtain rods
- ☐ Check taps, handles and switches all work

### Exterior

- ☐ Check walls, roof, gutters and downpipes for damage or leaks
- ☐ Check fences and retaining walls are sound
- ☐ Test outdoor taps, sprinklers and lights
- ☐ Confirm gardens, plants or landscaping named in the contract remain
- ☐ Check the pool pump and filter, if included

### Final Checks

- ☐ Note the location of the hot water system, fuse box and electricity meter
- ☐ Confirm every special condition negotiated by your conveyancer has been completed — for example, a shed removed, pest or soil reports provided, or a tenancy ended

- ☐ Ask your conveyancer before settlement if you're unsure what conditions apply

### Documents & Handover

- ☐ Collect all keys, garage remotes and access fobs from the agent
- ☐ Ask for manuals or warranties for any included appliances
- ☐ Confirm a forwarding address for any mail that arrives for the previous owner
- ☐ Check whether a professional clean is included before you move in
- ☐ Consider arranging a locksmith to re-key the locks after settlement

### What To Bring

- ☐ A copy of the contract of sale and any special conditions
- ☐ Your notes or photos from the original inspection, to compare
- ☐ A phone or camera to photograph any issues you find
- ☐ A torch to check dim areas such as under the house or roof cavity access

### After The Inspection

- ☐ Email your conveyancer and agent any issues the same day, with photos
- ☐ Keep a copy of your notes and photos as a record
- ☐ Confirm with your conveyancer how any issues will be resolved before settlement
- ☐ Diarise settlement day and confirm final funds are ready to transfer

### Common Issues To Watch For

- ☐ Mould, damp or water stains that weren't there at the last inspection
- ☐ Appliances or fixtures swapped for a lesser model, or missing altogether
- ☐ The garden left unmaintained after previously being well kept
- ☐ New damage caused while moving furniture out — scuffed walls, dented doors, marked floors
- ☐ Locks changed or extra keys not handed over

*General guide only — not legal, financial or professional advice. Raise any issues with your agent or conveyancer immediately, before settlement.*

### Need a hand with any of this?

Precision Property Buyers Agency can attend your pre-settlement inspection on your behalf and flag any issues before you settle — across Ipswich, Lockyer Valley, Toowoomba, Moreton Bay, Somerset and the Scenic Rim.