

# TENANT ROUTINE INSPECTION REPORT

Please complete ALL details and leave the report on the kitchen table or bench top. It is also important that you review the enclosed information sheet on what is expected during the inspection.

**RENTAL PROPERTY:** \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Do you wish to renew your tenancy agreement (if app.)  Yes  No (\*subject to landlord approval)

Are you or do you know anyone looking to purchase a property in the future (office use: **F48**)  Yes  No

If yes, list details below:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Please TICK to indicate if there is maintenance required on the property

- |  |  |
|--|--|
| 1. Are there any leaks under the sink?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Are there any leaks under the bathroom wash basins?                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Are there any leaks from the shower into cupboards?                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Are there any leaks from the washing machine affecting the walls/cupboards? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Are there any leaks from the hot water system?                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Are there any leaks behind the toilet?                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Are there any leaks from the roof on to the ceiling?                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Are there any tears or ripples in the carpet?                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Are there any power points that are faulty or not working?                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Are there any lights not working?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. Are there any faults with the stove elements, oven or griller?             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. Are there any doors or windows that are not reasonably secure?             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13. Are there any problems with the external guttering or downpipes?           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 14. Are there any steps, railings or balconies not secure?                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 15. Is there any evidence of dry rot in the wood on the property?              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 16. Are any of the fences, retaining walls or gates not secure?                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 17. Are there any loose or damaged tiles in the property?                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 18. Are there any flyscreens missing from the windows?                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 19. Do any of the flyscreens have holes?                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 20. Are the smoke detectors working?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 21. Are there any obstructions on the property that could be dangerous?        | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If you have answered **YES** to any of the above questions, please list the concerns in further detail below.

**This is a guide only.** Please advise our office should you have any other maintenance concerns.

\_\_\_\_\_  
\_\_\_\_\_

Do you have any pets? List type: \_\_\_\_\_  Yes  No

Has there been a change in tenants occupying the property?  Yes  No

If YES, detail change: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## WHAT TO EXPECT DURING THE INSPECTION?

The purpose of the routine inspection is to accurately report back to the owner on the condition of the property and if maintenance or improvements are required. During the inspection it is important to us that we respect your privacy and quiet enjoyment. However, as part of the inspection process we will be required to look in cupboards to ensure that there are no leaks or dangerous hazards.

To ensure that the routine inspection is a success with positive feedback we encourage you to take a moment to ensure that you have cleaned the following areas:

Please ensure that the property is generally clean and tidy with everything put in its place.

DONE

### KITCHEN

- The oven and griller is to be cleaned
- Range-hood to be cleaned, including the filters (where applicable)
- Tops of cupboards to be cleaned
- Sink taps and disposal unit (if applicable) to be cleaned and polished
- Walls and tiled areas to be free from grease
- All benches and floors to be cleaned and free from grease

### GENERAL – ALL ROOMS

- All exhaust fans throughout the property to be cleaned
- Air vents to be dusted
- Window coverings to be cleaned
- Windows and windowsills to be cleaned thoroughly
- Flyscreens to be removed carefully and hosed or brushed to remove dirt/dust (if applicable)
- Doors and doorframes to be clean
- Marks to be removed from walls with sugar soap
- Cobwebs to be removed from ceiling cornices and walls
- All light fittings to be cleaned and free from insects
- All floors and skirting boards to be washed
- All ceiling fans throughout to be free from dust (if applicable)

### BATHROOM

- Shower recess to be scrubbed
- Grouting to be free of all soap residue or mildew
- Shower curtain (if applicable) to be washed and shower screen to be cleaned
- All plugholes are to be clean and free from debris
- Toilet to be cleaned thoroughly, including bowl, seat and cistern

### OUTSIDE AREAS

- Lawns to be mowed and edges trimmed
- Flower beds and pebble areas to be weeded (if applicable)
- All rubbish to be removed from gardens or around the property (if applicable)
- All garbage bins to be emptied and washed clean
- Driveways, carports, garages and any concrete areas to be free from oil and grease stains
- Garage-floor area to be swept and cobwebs removed
- Cobwebs to be removed from outside eaves, awning and ceilings (where applicable)
- Pool and spa to be cleaned, vacuumed and be at the correct pH factor (if applicable)

### CARPETS

If the carpets are soiled we strongly recommend that you have them professionally cleaned