

# Routine Inspection Checklist DATE:

Kindly answer ALL questions & leave this form on your kitchen bench. If you are home, we will collect it from you in person. It is important this form is completed as this is a record of the condition of the property during your tenancy.

Address :			
All Occupant/s Name (s)			
Tenants Contact Numbers			
All Tenants Email Address			
Any changes to current Tenancy Agreement? (Occupants, Pets, Etc)			
Do you wish to renew your Tenancy when current lease expires? 6 mths <input type="checkbox"/> 12 mths <input type="checkbox"/>			Yes <input type="checkbox"/> No <input type="checkbox"/>

YES	NO	Are there any leaks in/around the house?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	Are there any holes/rips, chips/damage to any flooring or walls?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	Is there any noticeable mould/dampness anywhere in the property?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	Are there any damaged/loose floor/wall tiles at the property?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	Are there any power points/light switches faulty or not working?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	Are there any issues with stove elements, griller or oven/vanity/laundry cabinets?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	Are there any faults with ceilings fans/exhaust fans/air conditioners etc?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	Are there any doors/windows not opening/closing or locking properly?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	Are all gates/fences/retaining/steps/stairs/railings/decking sound and secure walls secure?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	Are there any damage/ issues /rotting to any timber?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	Are there any problems with trees/shrubs/driveway/paths?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	Are there any issues with roof/gutters/downpipes?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	If there is a pool at the property, do you have any issues or concerns?
Comments		
<input type="checkbox"/>	<input type="checkbox"/>	Top up your Hot Water System - Locate the filler valve on the side of the hot water system & lift the floppy lever until water flows from the overflow. Repeat this process every few months.
OTHER		

Smoke Alarm Tested	BY:	Date / /
Safety Switch Tested	BY:	Date / /

If you have answered "Yes" to any of the above, or have other information to provide, please note here :

Area/Room	Issue to Report/ Maintenance Concern	Priority
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low
		<input type="checkbox"/> High <input type="checkbox"/> Low

**HOW TO TEST A SMOKE ALARM**

Your smoke alarm (s) should be located on the ceiling near the bedrooms. It may be a 'hard-wired' smoke alarm, however, the 9 volt battery will still need to be tested in the event there is power failure. The Owner is responsible for the maintenance of the smoke alarm, however, the Tenant also has responsibilities to ensure the smoke alarm is in continually clean and good working condition. Tenant responsibilities are:

1. Tenant to arrange for test and clean of smoke alarms every 12 months on a 12 month or longer fixed term tenancy or periodic tenancy as per legislation.
2. Tenant is responsible for arranging replacement of battery when spent or almost spent throughout the tenancy.
3. Tenant is not to remove the battery from a smoke alarm at any time unless in the process or replacing.

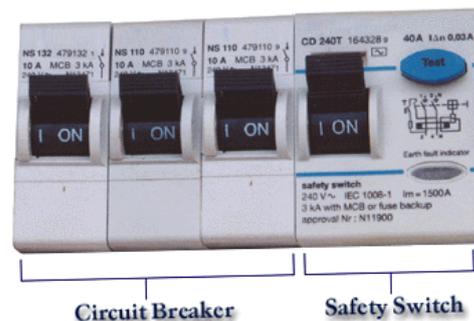


**HOW TO TEST YOUR SAFETY SWITCH**

Your Safety Switch should be contained inside your meter box, however it may also be located elsewhere in the property. Firstly, check by looking at the switchboard for a TEST/RESET button. That tells you if there is a safety switch installed. Typical switchboard below shows: Main Switch, Safety Switch with test button + 4 circuit breakers.

**How to test the Safety Switch**

1. Simply press the TEST button.
2. This should automatically trip the switch to the 'off' position.
3. Reset by pushing the switch back to 'ON'.
4. If it doesn't work, contact your Property Manager immediately.



**Why does a safety switch 'trip'?**

If a safety switch turns off the power, it may be that you could be using a faulty appliance or the electrical wiring may have become faulty. Reset the safety switch. If it trips again, unplug the last appliance used. If everything works okay, take that appliance to a licensed electrical contractor to be checked. If the safety switch keeps tripping, disconnect all appliances and plug them in, one at a time, until the faulty one is located. Avoid touching appliances while carrying out this process. Contact your Property Manager if problems persist.