

## Property Inspection Guide – Routine Inspection

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Property Address: \_\_\_\_\_

Name of Tenant(s): \_\_\_\_\_

Property Manager: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

In order for us to properly check the premises for maintenance during Inspections it is important that the property be presented in a clean and tidy manner. We suggest you follow this Property Inspection Guide in preparation of your next Inspection. If any issues please contact your property manager.

### OUTSIDE (If any)

	ITEM	COMPLETION
•	Lawns mowed and grass clippings removed from property.	
•	Weeds to be removed from lawn and garden beds.	
•	Weeds to be removed from paving.	
•	Cobwebs to be removed from eaves, carports and sheds.	
•	Where pets are kept on the property, all animal droppings to be removed.	

### INSIDE

	ITEM	COMPLETION
•	Carpets vacuumed and items are picked up from floor	
•	All hard floors swept and washed (floorboards, tiles, polished concrete, vinyl) – we advise against using a steam mop on wooden floors due to the high incidence of damage occurring	
•	All windows, sills, runners and fly-screens cleaned	
•	Skirting boards dusted and cleaned	
•	Insect spots washed off from walls and ceilings (if necessary)	
•	Beds are made	

### BATHROOM

•	Shower cubicle/glass, tray and bath tub cleaned	
•	Handbasin / vanity and mirrors cleaned	
•	Toilet cleaned	

KITCHEN		
•	Oven, shelves, grill, drip trays & hot plates cleaned.	
•	All kitchen bench tops and cupboard doors cleaned.	
•	Kitchen sink cleaned	
LAUNDRY		
•	Laundry tub cleaned	
•	Wipe down all surfaces	
•	Mop floors	

We ask that this be left on the bench with the updated information or emailed to your property manager.

Have your contact details changed? If so please write below.

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- ✓ All keys to new locks are provided to this office as well as any security device codes and the location of the device
- ✓ Any damage to the property is repaired or rectified
- ✓ Any pets (if you are permitted pets) are secured, so they cannot run loose

Please note any maintenance issues below:

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If all of these items are met for all of your periodic inspections this will assist you in receiving a very positive rental reference from this agency upon vacating the premises.

Thank you for your cooperation.