

TENANT ROUTINE INSPECTION REPORT



Please complete **ALL** details and circle where required and leave the report on the kitchen table or bench top.

PROPERTY: _____ **DATE:** ____/____/____

TENANT/S: _____

HOME PHONE: (____) _____ **MOBILE NUMBER:** _____

EMAIL ADDRESS: _____

Do you wish to re-new your Tenancy Agreement (if applicable)? **YES** or **NO** **12 months** or **6 months**

Please CIRCLE YES or NO to indicate if there is maintenance required on the property:

1. Are there any leaks under the kitchen sink? **YES** or **NO** Specify: _____
2. Are there any leaks under the bathroom wash basins? **YES** or **NO** Specify: _____
3. Are there any leaks from the shower? **YES** or **NO** Specify: _____
4. Are there any leaks affecting walls or cupboards? **YES** or **NO** Specify: _____
5. Are there any leaks from the hot water system? **YES** or **NO** Specify: _____
6. Are there any leaks from the toilet? **YES** or **NO** Specify: _____
7. Are there any leaks from the roof onto the ceiling? **YES** or **NO** Specify: _____
8. Are there any rips or tears in the carpet? **YES** or **NO** Specify: _____
9. Are there any power points that are faulty or not working? **YES** or **NO** Specify: _____
10. Are there any lights that are not working? **YES** or **NO** Specify: _____
11. Are there any faults with the stove, oven or griller? **YES** or **NO** Specify: _____
12. Are there any windows or doors that are not secure? **YES** or **NO** Specify: _____
13. Are there any problems with the guttering or downpipes? **YES** or **NO** Specify: _____
14. Are there any steps, railings or balconies not secure? **YES** or **NO** Specify: _____
15. Is there any evidence of dry rot at the property? **YES** or **NO** Specify: _____
16. Are any fences, retaining walls or gates not secure? **YES** or **NO** Specify: _____
17. Are there any loose or damaged tiles in the property? **YES** or **NO** Specify: _____
18. Are there any fly screens missing from the windows? **YES** or **NO** Specify: _____
19. Do any of the fly screens have holes in the mesh? **YES** or **NO** Specify: _____
20. Do you have any pets? **YES** or **NO** Type and how many: _____
21. Has there been a change in tenants occupying the property? **YES** or **NO**

If **YES**, please advise details: _____

Other Information:

Tenant/s Signature: _____ **Date:** ____/____/____