

PROPERTY INSPECTION INFORMATION

General Information

The information provided is a guide to the regular inspections which occur at the Property leased. As part of our management responsibilities our Agency conducts regular Property Maintenance Inspections.

When We Inspect

- Every 3 – 4 months.
- A day and approximate entry time within a two hour timeframe is provided to you via RTA Form 9 Entry Notice.
- Due to time restraints allocated for Property inspections, it is difficult to rearrange times, however, in extreme circumstances, please contact our office, to request a change of entry.
- Your presence at the inspection is welcome, but not necessary, as the staff member conducting the inspection will use our Agency key set

What We Inspect

The inspection's key purpose is to visually inspect the areas applicable to the Property as listed below, and identify repairs and maintenance needed. A report is prepared and forwarded to the Lessor for instructions if repairs or maintenance work is required or recommended

INTERIOR

- Floor Coverings
- Walls
- Doors and Locks including Front and Rear
- Ceiling / and Fans if applicable
- Smoke Alarms if applicable
- Light Fittings
- Power Points
- Built in cupboards – shelving and rails
- Curtains, blinds
- Whitegoods if included in tenancy
- Fixtures eg oven, hotplates
- Hot water system
- Furniture if included in tenancy
- All wet areas – taps, pipes below sink & basins

EXTERIOR

- Garage / carport
- Gardens and lawns
- Paintwork
- Guttering and downpipes
- Steps – structure and paint
- Balcony and decks
- Stumps, if applicable
- Driveway, paths, courtyard
- Clothes Line
- Pool / spa, if applicable
- Fencing
- Taps
- Safety Switch
- External Light Fitting

Tenant Action Request

We appreciate your help by promptly advising us of problems found whilst residing at the Property.

However, before each planned inspection we ask Tenants to action the following:

- Please complete the form we send you with the Entry Notice RTA Form 9 and leave it on the kitchen bench for our attention on arrival.
- Tenants are responsible for the clean and test of smoke alarm/s at least once every 12 months where the Fixed Term Tenancy is 12 months or longer or a Periodic Tenancy. If you require details of companies for the clean and test of smoke alarm/s, please contact your Property Manager.

Tenant Confirmation: By completing this confirmation the Tenant/s acknowledge having received the documents and items detailed above on or before the commencement of the Tenancy Agreement.

Tenant Name	Signature	Date