

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 Fittings