

## PROPERTY INSPECTION 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 every 3 – 4 months.

### WHEN WE INSPECT

- Every 3 – 4 months.
- A day and approximate entry time is provided to you via RTA Form 9 Entry Notice.
- Due to time restraints and schedules 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 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.

Our Agency appreciates your assistance by providing details of the problem:

- As soon as a problem is realized, complete and submit a Repair Advice Form for our attention and action.
- At each planned inspection - complete the form we send to you together with the Entry Notice RTA Form 9 which can be left on the kitchen bench for our attention on arrival.

INTERIOR	EXTERIOR
Floor Coverings	Garage / carport
Walls	Gardens and lawns
Doors	Paintwork
Ceiling / and Fans if applicable	Guttering and downpipes
Smoke Alarms if applicable	Steps – structure and paint
Light Fittings	Balcony and decks
Power Points	Stumps if applicable
Built in cupboards – shelving and rails	Driveway, paths, courtyard
Curtains, blinds	Locks
Whitegoods if included in tenancy	Pool / spa, if applicable
Fixtures eg oven, hotplates	Fencing
Hot water system	Taps
Furniture if included in tenancy	
All wet areas – taps, pipes below sink and basins	