

ROUTINE INSPECTION REPORT

LANDLORD	Landlord's Name: Contact No.: Email:
AGENT	Name: Address: Phone: Fax: Mobile:
LEASE DETAILS	Tenant/s: Phone: Rent Amount: per / / Lease Expiry:
PREMISES	Address: Key No.: Rent increase (if any):
Condition of Premises as at: Inspected By:	

		Clean	Undamaged	Working	Comments
ENTRANCE	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Blinds/curtains				
	Lights/power points				
	Floor/coverings				
	Other				
LOUNGE	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Blinds/curtains				
	Lights/power points				
	Floor/coverings				
	Television points				
	Heating				
	Other				
DINING	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Blinds/curtains				
	Lights/power points				
	Floor/coverings				
	Television points				
	Heating				
	Other				
KITCHEN	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Blinds/curtains				
	Lights/power points				
	Floor/coverings				

		Clean	Undamaged	Working	Comments
KITCHEN	Cupboards/drawers				
	Bench tops/tiling				
	Sink/disposal unit				
	Taps				
	Stove top				
	Griller				
	Oven				
	Refrigerator				
	Exhaust fan				
	Dishwasher				
	Other				
BEDROOM 1	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Blinds/curtains				
	Lights/power points				
	Floor/coverings				
	Built in wardrobes				
	Other				
BEDROOM 2	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Blinds/curtains				
	Lights/power points				
	Floor/coverings				
	Built in wardrobes				
	Other				
BEDROOM 3	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Blinds/curtains				
	Lights/power points				
	Floor/coverings				
	Built in wardrobes				
	Other				
OTHER ROOM	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Blinds/curtains				
	Lights/power points				

		Clean	Undamaged	Working	Comments
OTHER ROOM	Floor/coverings				
	Built in wardrobes				
	Other				
BATHROOM	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Blinds/curtains				
	Lights/power points				
	Floor/coverings				
	Bath				
	Shower				
	Shower screen				
	Wash basin/vanity				
	Tiling				
	Mirror/cabinet				
	Towel rails				
	Toilet/cistern				
	Heating				
	Other				
ENSUITE	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Blinds/curtains				
	Lights/power points				
	Floor/coverings				
	Bath				
	Shower				
	Shower screen				
	Wash basin/vanity				
	Tiling				
	Mirror/cabinet				
	Towel rails				
	Toilet/cistern				
	Heating				
	Other				
TOILET	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Blinds/curtains				
	Lights				
	Floor/coverings				

		Clean	Undamaged	Working	Comments
TOILET	Toilet/cistern				
	Other				
LAUNDRY	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Blinds/curtains				
	Lights/power points				
	Floor/coverings				
	Wash tubs/taps				
	Washing machine				
	Dryer				
	Other				
GARAGE	Walls/ceiling				
	Doors/windows/screens/window safety devices				
	Lights/power points				
	Floor/coverings				
	Other				
EXTERIOR	Storeroom/shed				
	Balcony/porch/deck				
	Carport				
	Gates/fences				
	Grounds/garden				
	Walls/windows/doors				
	Guttering/downpipes				
	Street number/letterbox				
	Driveways				
	Concrete/paving				
	Garbage bins				
	Outside lights				
	Clothes line				
	Pool/spa/equipment				
	Eaves/fascias				
	Other				
	HALL	Walls/ceiling			
Floor/coverings					
Lights/power points					
Cupboard					

		Clean Undamaged Working				Comments
GENERAL	Staircases/railings					
	Security system					
	Smoke alarms*					
	Hot water system					
OTHER						

GENERAL COMMENTS			
REPAIRS AND MAINTENANCE	Sighted by Agent		
	Requested by Tenant		
NOTES	(1) This Inspection indicates the condition of the Premises on a visual basis only and (a) is not intended to convey that an item is compliant with legislation or safety standards or is in proper working order. (b) does not include any part of the Premises covered, obscured or otherwise made inaccessible to visual inspection. (2) The Agent is a property manager and not a licensed Building, Pest or Pool Safety Inspector and is not qualified to give information in this regard. The Landlord should arrange annual inspections by licensed inspectors and tradespersons. (3) It is the Landlord's responsibility to comply with all State and Local government requirements in respect of the Premises. (4) A question mark (?) entered against an item in this form means 'Could not be determined on inspection' unless the Agent's comments for that item indicate another meaning. *Smoke Alarms - Where it is indicated that smoke alarms are 'undamaged' and/or 'working' it confirms only that at the time of testing, each smoke alarm's battery and alarm sounder were working.		
Agent Name: _____ Signature: _____ Date: _____			