



# ROUTINE INSPECTION AGENCY PROCEDURE

## General Information

The information provided is a guide to the regular inspections which occur at the Property leased. As part of Belouis Realty's 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

## 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:**

- 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.
- It is important that before each planned inspection, Tenants test the Safety Switch for the Power Circuit on the main power board and Tenants arrange (if applicable) for the cleaning and testing of smoke alarms. Please record the result of the tests on the form provided.

We ask Tenants to perform the Safety Switch Test, so household items can be reset personally eg electronic time settings.

If you require details of companies for the clean and test of smoke alarm/s, please contact your Property Manager. 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.

# CLEANING

## ROUTINE INSPECTION CHECKLIST

The checklist is provided to assist with the routine inspection process and is only a recommendation



### GENERAL

- Wipe all sliding door and window tracks
- Sweep or mop all non carpeted floors, removing any marks (if applicable)
- Vacuum carpets
- Gently dust/clean light fittings
- Clean marks off walls, ceilings and light switches
- Dust/wipe skirting boards, windows including frames, sills and tracks, picture rails, architraves and all other fittings inclusive of insect/security screens etc (if applicable)
- Remove all cobwebs and insect marks and nests

### KITCHEN

- Clean outside of all cupboards and doors
- Clean inside, outside and around stove-top
- Clean inside and outside of oven, grill, doors, trays, racks, glass
- Clean sink, especially drain holes, drainers and tap ware
- Gently clean rangehood exhaust and filter (filter can be removed and cleaned in hot soapy water)

### BATHROOM

- Clean all walls, floors, mirrors
- Clean outside all cupboards and drawers
- Clean toilet, bath, shower recess, remove soap residue/bloom on tiles and shower screens, clean vanity top and sink, tap ware
- Remove hair/soap residue from water outlets in shower and bath
- Shower curtain washed with bleach or replaced (if applicable)

### LAUNDRY

- Clean equipment and filters (if applicable)
- Clean inside, outside and behind dryer, removing lint (if applicable - part and parcel of the property)
- Clean outside and around laundry tub, cabinets, shelves, drawers, tap ware
- Clean all walls and floors, ceiling

### AIR-CONDITIONERS

- Clean all air conditioner units and filters

### VERANDAH, DECKS, OUTDOOR AREAS

- Sweep and mop, clean railings, glass and light fittings
- Remove all cobwebs etc

### GARAGE, CARPORT, DRIVEWAY

- Sweep and remove any oil residue from concrete, pavers, paths, driveways

### GARDENS, LAWNS AND POOL

- Mow lawn, trim all edges, weed gardens, general garden tidy, remove all rubbish
- Pool to be maintained in condition as per condition report at start of the tenancy (if applicable)

### IF FURNISHED

- Ensure all items are in good clean, working order as per condition report at start of tenancy (general fair wear and tear considered)