



Property Inspection Guide

The following is a useful guide to the regular inspections we make to all properties we manage here at Shape. We feel that as a tenant it is always good for you to have an understanding of the Why, Who, When and What of property inspections.

Why

Property inspections are carried out for the benefit of both parties. For the Landlords it can highlight any wear and tear and damage issues as well any refurbishment improvements to their asset as well. For the tenant it is an opportunity to prove to the landlord they are complying with tenancy agreements in keeping the property in excellent condition as well as highlight any maintenance or property concerns they have of their own.

Who

Property inspections are carried out by our Shape Property Managers. Your presence at the inspection is also welcome but is by no means necessary.

When

Routine inspections are carried out every 3 months on a day and approximate entry time that is provided to you via an RTA Form 9 Entry Notice. Should you wish to attend the inspection but the date and time outlined are inconvenient, please contact our offices so we can re-visit our inspections schedule to identify a more convenient date and time.

Just a reminder in that your presence at the inspection is welcome, but not necessary, so please do not feel obligated to be present at the inspection should your personal schedule be not so forgiving.

What

At each planned inspection we carry out a thorough inspection of all inside and outside living areas. We ask that you complete the form that is sent to you along with the Entry Notice RTA Form 9 prior to the inspection date and leave it on your kitchen bench on inspection day, our property manager can then collect and refer to this upon arrival.

The following are items that will be included within the inspection process:

Internally	Externally
Floor Coverings – Carpets, Wood floor, Mats and Rugs	Floor Coverings – Garage/Carport (motor oil stains etc)
Window Coverings – Curtains, blinds & all other coverings	Guttering and downpipes
Doors and Doorframes – both structure and paint	Decking areas
Light fittings and ceilings (ceiling fans where applicable)	Driveways, paths and courtyards
Stairways – Both structure and paint	Garden, lawn and fencing
Whitegoods, fixtures and furniture – if part of tenancy	Steps – Both the structure and the paint
All wet areas – taps, pipes and below sink and basin	Pool or Spa where applicable
Hot water Systems	Power Points
Built in Cupboards – All shelves and rails	
Smoke Alarms	
Power Points	