

POTENTIAL NEW PROPERTY INSPECTION SHEET

PROPERTY ADDRESS: _____

Asking Price \$ _____ **Is the Property Currently Rented? If So, Weekly Rental Amount? \$** _____

Sales Agent or contact

(An idea below of what you are looking for?.....)

	Condition			Details and Repairs, if any (some suggestions shown below)	Responsibility:	
	Fair	Good	Very Good		B/Corp	Owner
Entry						
Locks Working				<i>Try them yourself - locksmiths are expensive</i>		
Curtains/Blinds				<i>Verticals / Drapes / Sheer - need replacing, need attention</i>		
Floors				<i>Tiled entrance see photo - cracked corner safety issue</i>		
Windows				<i>Check they slide/open well</i>		
Lounge						
Windows				<i>Check they slide/open well</i>		
Screens				<i>Any wholes in flyscreen</i>		
Security Grille				<i>Are there security screens</i>		
Curtains				<i>Verticals / Drapes etc colour/damage</i>		
Flooring				<i>Tiles, Wooden, Carpet and note condition to left</i>		
Aerial plug				<i>Is it attached to wall correctly?</i>		
Light Fittings				<i>Are the covers on, not cracked, fitted to ceiling/wall correctly</i>		
Electricity Points				<i>attached correctly, not scorched</i>		
Fans (if any)				<i>working? Clean? Aluminium/ratan?</i>		
Smoke Detector (TEST)				<i>How many, are they working?</i>		
Walls/Doors				<i>Clean, door locks work - you try key in lock</i>		
Other						

Kitchen					
Benches				<i>Damaged, chipped, clean</i>	
Drawers (Outside & tracks)				<i>open and shut every drawer, smooth? Shut properly</i>	
Handles				<i>all attached properly (easy fix with screw driver avoid handyman)</i>	
Sink				<i>clean, run the tap check pressure and check under if leaks</i>	
Power Points				<i>working, scorched etc</i>	
Rangehood				<i>working, noisy, light work?</i>	
Oven				<i>clean, oven shelves in there? (not kidding) note built in or stand alone</i>	
Stove Top				<i>Hotplates secured correctly, turn each on see if working</i>	
Griller				<i>inc in oven or separate</i>	
Light Fittings				<i>working, secured?</i>	
Dishwasher (if any)				<i>Note model, Brand check if drawers and cutlery attach in it</i>	
Other					
Bathroom					
Shower screen				<i>Any cracks, open shut door</i>	
Shower Head				<i>turn on check pressure, turn off any leaking, even distribution?</i>	
Vanity				<i>Any water damage? Drawers open shut correctly</i>	
Mirror				<i>fixed to wall correctly</i>	
Taps/Soap holder				<i>any leaks turn them on off</i>	
Light Fittings				<i>fixed to ceiling correctly, if unit no water in casing from upstairs unit</i>	
Power Points				<i>fixed to wall correctly</i>	
Towel Rails				<i>Affixed to wall correctly, how many? Plastic/stainless?</i>	
Window				<i>open Shut</i>	
Curtains				<i>Yes/No if so, what sort</i>	
Exhaust Fan				<i>Yes No, turn on, noisy?</i>	
Floor Coverings				<i>Tiles, colour photo</i>	
Toilet				<i>Flush it, how long does it take to fill back up, not continuously running?</i>	
Toilet Seat				<i>Seat not loose, easy fix (handyman will be sent if you don't)</i>	
Cistern				<i>When enter, can you hear trickling water or is water in bowl stationery</i>	
HWS				<i>Brand, Model, try and get an age? Gas or Elec?</i>	
Laundry				<i>Same as Bathroom</i>	
Trough				<i>check taps, check leaks under tub</i>	

Cupboards						
Shelving						
Floor Coverings						
Blinds, Curtains						
Windows						
Walls						
Light Fittings						
Power Point						
Bedroom 1						
Floor Coverings				<i>Carpet/Tile? Colour Marks?</i>		
Light Fittings				<i>Affixed properly? Light Covers?</i>		
Fan				<i>Working? Remote? If so is it there? Fanlight or just fan sep light</i>		
Windows				<i>Open/Shut</i>		
Security Screen				<i>Yes No</i>		
Flywire				<i>Any holes?</i>		
Curtains				<i>Fabric, Verticals, Sheer?</i>		
Built In's				<i>If yes how many doors</i>		
Walls/Doors				<i>Clean, operational, does door close properly</i>		
Power Point				<i>affixed properly?</i>		
Other						
Ensuite				<i>Same as bathroom</i>		
Basin/Vanity/Mirror						
Shower Recess						
Shower Screens						
Towel Rail						
Soap Holder						
Toilet Bowl						
Toilet Seat						
Cistern						
Exhaust Fan						
Floor Covering						
Blinds/Curtains						

Windows						
Shower Head						
Walls/Doors						
Ceiling/Light Fitting						
Power Points						
Other						
Bedroom 2				<i>Same as bed 1</i>		
Built In's						
Floor Coverings						
Blinds/Curtains						
Walls/Doors						
Windows/Screens						
Ceiling/Light Fittings						
Power Point						
Other						
Letterbox				<i>Does it have one?</i>		
Key?				<i>Is it padlocked and if so is there a key for it?</i>		
Clean						
Wheelie Bin/Recycle Bin						
Patio						
Security Doors				<i>To entrance and Rear of House?</i>		
Concrete Footpaths						
Garden				<i>Do you need to do some work, remulch etc</i>		
Car Space				<i>designated or free for all? If unit will need to see Community management Statement</i>		
Driveway						
TV Antenna				<i>Is it on the roof?</i>		
Clothesline				<i>Off wall, Hills Hoist? Does it work? Does it need re-stringing?</i>		
Gutters				<i>Do they need a clean?</i>		
General						
Smoke Detectors				<i>How many? Test</i>		

Remote Controls				<i>For anything - entrance, air conditioning etc are they there (batteries?)</i>	
Other					
Air Conditioning?				<i>Brand Model Photo</i>	
Current Rental	\$				
Potential Rental	\$				
Comments					
Any immediate repairs needed to rent property out?			<i>(Not already noted above)</i>		
Next 6-12mths work or improvements required?					