

## ROUTINE INSPECTION OVERVIEW

As per Tenancy Agreements, Property Managers will carry out periodic inspections of all properties in our care to ensure they are being well cared for and that any routine maintenance and repairs are seen to.

### The inspections include the following checks:

- The property is being maintained in a clean and tidy condition;
- The grounds are being maintained in a clean and tidy condition – This includes mowing, weed removal and the watering of lawns;
- The property is not damaged in any way;
- There are no more than the number of people specified on the tenancy agreement living at the property;
- No pets are housed at the property, unless otherwise agreed to;
- Any maintenance issues identified are attended to.

### What should be done before an inspection?

There are a few simple tips you can follow to ensure that your inspection runs as smoothly as possible.

- Notify your Property Manager if there are any changes to your telephone number or email address. This will ensure open lines of communication and will make it easier to notify you if any problems arise during or after the inspection.
- Keep pets (if they are permitted by your tenancy agreement) secured for the duration of the inspection.
- Take note of any repair or maintenance problems you notice and complete the necessary maintenance request forms.
- Let your Property Manager know if you have changed any locks or installed any security systems.

### How can you prepare your rental property for inspection?

#### *Interior*

- Flooring – Make sure all flooring throughout the property is clean.
- Walls – Check for any marks or other damage to the paint.
- Doors – Check for marks or other damage, both superficial and structural.
- Windows – Make sure windows are clean and check for cracks or other damage.
- Ceilings – Clear cobwebs and other debris, take note of any leaks or evidence of water damage and, where applicable, check that all ceiling fans are clean, secure and functioning correctly.
- Smoke alarms – Ensure that all smoke alarms are properly functioning and free of debris.
- Appliances – Ensure that your cook top surface and the interior of your oven are clean.
- Bathroom – Check all toilets are free of stains and that the shower is free of mould and soap-scum build up
- Air Conditions and Heating – Ensure that all air conditioning filters and vents are clean and free of debris. This allows the system to function at highest capacity and also prevents damage or system failure.

#### *Exterior*

- Keep the garage tidy – Remove any oil or other stains.
- Sweep as necessary and pick up all debris.
- Keep yard areas free of weeds. Keep grass and plants trimmed and maintained.
- If you have a pet, make sure that the yard is free of excrement.

While it is not necessary for your home to be immaculate, your property manager should see that it is well maintained. In presenting a clean, well maintained home, you will better secure a positive inspection review for future rental properties.