

TENANT ROUTINE INSPECTION REPORT

PLEASE COMPLETE ALL details and leave the report on the kitchen table or bench top.

Property: _____ Date: _____

Tenant: _____

Home phone no.: _____ Work phone no.: _____

Mobile phone no.: _____ Email address: _____

Are all smoke detectors operational and clean?

Yes No

Please TICK to indicate if there is maintenance required on the property

- | | |
|--|--|
| 1. Are there any leaks under the sink? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Are there any leaks under the bathroom wash basins? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Are there any leaks from the shower into cupboards? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Are there any leaks from the washing machine effecting the walls / cupboards? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Are there any leaks from the hot water system? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Are there any leaks behind the toilet? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Are there any leaks from the roof onto the ceiling? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Are there any tears or ripples in the carpet? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Are there any power points that are faulty or not working? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Are there any lights not working? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. Are there any faults with the stove elements, oven or griller? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. Are there any doors or windows that are not reasonably secure? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13. Are there any problems with the external guttering or down pipes? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 14. Are any steps, railings or balconies not secure? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 15. Is there any evidence of dry rot in the wood on the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 16. Are any of the fences, retaining walls or gates not secure? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 17. Are there any loose or damaged tiles in the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 18. Are there any fly screens missing from the windows? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 19. Do any of the fly screens have holes? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 20. Are the smoke detectors working? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 21. Are there any obstructions on the property that could be dangerous? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If you have answered **YES** to any of the about questions, please list the concerns in further detail on the enclosed **Maintenance Request Form**.

Has there been a change in tenants occupying the property Yes No

If YES, detail change: _____

Tenant Signature: _____ Date: _____



Gladstone

REQUEST FOR MAINTENANCE FORM

Please email, fax, deliver or post this form to the agency.

Name of tenant/s: _____

Date: _____

Property address: _____

Contact details: **Home** _____

Mobile _____

Work _____

Email _____

Please provide the **COMPLETE** details of the maintenance advice:

<p><u>FAULTY APPLIANCE</u> (ie Fridge, Washing Machine, Air Conditioner, TV, Hot Water System)</p> <p>Make/Brand _____ Model: _____ Serial No: _____</p>
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Please tick the appropriate box:

URGENT: YES NO

I/We would like to be present while the tradesperson is carrying out maintenance.

I/We give permission for the appointed tradesperson to gain entry to the premises by using keys supplied by the office.

NOTE: APPROVAL MUST BE OBTAINED BY THE OWNER, BEFORE MAINTENANCE CAN BE FIXED.

.....
Signature of tenant/s

.....
Date

Office use only

Received AM/PM(time received by PIM)

Landlord advised(date completed)

W/O sent/Creditor(date, name & work order number)

Follow up sms/email to tenant(date completed)

VERY IMPORTANT – PLEASE READ AND COMPLETE			
<p>To ensure LJ Hooker has the most current contact information for each Tenant, please complete this form and leave on the kitchen bench or table for our collection on the date of the scheduled routine Property Inspection. See attached letter advising of the inspection.</p>			
PROPERTY DETAILS:			
PROPERTY ADDRESS			
TENANT DETAILS - If more than 4 tenants please attach additional information			
DETAILS			
Name:			
Email:			
Mobile:			
Work Phone:			
Preferred Method of Contact	<input type="checkbox"/> Email <input type="checkbox"/> Work Ph <input type="checkbox"/> Mobile <input type="checkbox"/> Home Ph	<input type="checkbox"/> Email <input type="checkbox"/> Work Ph <input type="checkbox"/> Mobile <input type="checkbox"/> Home Ph	<input type="checkbox"/> Email <input type="checkbox"/> Work Ph <input type="checkbox"/> Mobile <input type="checkbox"/> Home Ph
<input type="checkbox"/> It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile. Also, the method of receiving advice or notification by SMS is accepted.			
Are you a tenant or an approved occupant	<input type="checkbox"/> Tenant <input type="checkbox"/> Approved Occupant <input type="checkbox"/> Unsure	<input type="checkbox"/> Tenant <input type="checkbox"/> Approved Occupant <input type="checkbox"/> Unsure	<input type="checkbox"/> Tenant <input type="checkbox"/> Approved Occupant <input type="checkbox"/> Unsure
Work Status:	<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Not currently Employed	<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Not currently Employed	<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Not currently Employed
EMERGENCY CONTACT			
Name:			
Relationship:			
Contact Number:			
PETS			
Do you have pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type & Breed			
Council Registration number			
MARKETING CONSENT			
Are you looking to buy in the future?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like a Sales agent to contact you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
PRIVACY CONSENT - I declare the information supplied on this form is correct and accurate. I understand the information will only be used by the Agent to manage the Tenancy at the Property Leased.			
DETAILS	TENANT 1	TENANT 2	TENANT 3
Name:			
Signature			
Date			

Tenant Safety Checklist

Property Address:			
Disclosure	Yes	No	Comments
Are all venetian blinds, vertical blinds and curtains with any cords or chains secured out of reach of children?			
Do any windows, in particular highset properties have bedding or sofas located under or against them?			
If applicable – Pools – Gates should not be propped open at any time. Are there any objects against pool fence that allow children to climb over the fence?			
Are the balcony railings, Stair railings, Stair treads and balcony floorboards all secure?			
Is the fencing and gates on the property all secure?			
Are there any uneven areas (trip hazards) on pathways or driveways within the property?			
Do all doors lock?			
Can all windows be latched shut?			

It is the tenant's responsibility to ensure that all maintenance is reported to the real estate in writing when first noticed. A Maintenance request form can be collected from the LJ Hooker Gladstone counter.

Name of Tenant	Signature	Date
1.		
2.		
3.		
4.		

If more space is needed to provide further disclosure information, please attach additional sheet/s.