

# PROPERTY INSPECTION INFORMATION



## General Information

The information provided is a guide to the regular inspections which occur at the property leased. As part of our management 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, such as ill health 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
- Ceilings
- Ceiling Fans
- Smoke Alarms
- Light Fittings
- Power Points
- Curtains, blinds
- Fixtures eg oven, hotplates
- Hot water system
- Furniture if included in tenancy
- All wet areas – taps, pipes below sink & basins to check for leaks or drips

### EXTERIOR

- Stairs/Steps – Internal/External
- Garage / Carport
- Gardens and lawns
- Paintwork
- Guttering and downpipes
- Balcony and decks
- Driveway, paths, courtyard
- Clothes Line
- Pool / spa, if applicable
- Fencing
- Taps
- External Light Fittings

## Tenant Action Request

We appreciate your help by promptly advising us of maintenance found whilst residing at the Property.

**Before each planned inspection we ask if you would be good enough to complete the Tenant Maintenance Request we send you with the Entry Notice (Form9) and leave it on the kitchen bench for our attention on arrival.**

Thanking you.

Island Sands Asset Management