

property marketing + auctions

David GRUBB® real estate

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property inspection



property inspection 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 every 3 – 4 months.

WHEN WE INSPECT

- Every 3 – 4 months.
- A day and approximate entry time is provided to you via RTA Form 9 Entry Notice.
- Due to time restraints and schedules allocated for property inspections, it is difficult to rearrange times, however, in extreme circumstances, 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 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.

Our Agency appreciates your assistance by providing details of the problem:

- As soon as a problem is realized, complete and submit a Repair Advice Form for our attention and action.
- At each planned inspection – complete the form we send to you together with the Entry Notice RTA Form 9 which can be left on the kitchen bench for our attention on arrival.

INTERIOR	EXTERIOR
Floor Coverings	Garage / carport
Walls	Gardens and lawns
Doors	Paintwork
Ceiling / and Fans if applicable	Guttering and downpipes
Smoke Alarms if applicable	Steps – structure and paint
Light Fittings	Balcony and decks
Power Points	Stumps if applicable
Built in cupboards – shelving and rails	Driveway, paths, courtyard
Curtains, blinds	Locks
Whitegoods if included in tenancy	Pool / spa, if applicable
Fixtures eg oven, hotplates	Fencing
Hot water system	Taps
Furniture if included in tenancy	
All wet areas – taps, pipes below sink and basins	