

Routine rental inspection checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Inspection At each routine inspection, as often as the lease and local law allow

TASK	NOTES	INITIALS
Before the visit		
☐ Give the tenant the written notice your local tenancy law requires		
☐ Read the last inspection report and the entry condition report		
☐ Check for open maintenance requests on the property		
Entry and living areas		
☐ Check the walls, ceilings and floors for damage, marks or stains		
☐ Check the doors, locks and windows open, close and lock		
☐ Check the window coverings and light fittings work		
Kitchen		
☐ Check the stove, oven, range hood and dishwasher work		
☐ Check under the sink for leaks or water damage		
☐ Check the benches and cupboards for damage		
Bathrooms and laundry		
☐ Check for leaks at taps, toilets and showers, and around the base of each		
☐ Check for mold, and that the exhaust fans work		
☐ Check the grout, seals and tiles are intact		
Bedrooms		
☐ Check the walls, floors, closets and window locks		
Outside		
☐ Check the gardens, lawns and paths are kept as the lease requires		
☐ Check the gutters, roof, fences, garage and sheds for visible damage		
Safety		
☐ Test the smoke alarms, and note their type and expiry		
☐ Check for trip hazards, loose railings and damaged steps		
☐ Check the number of people and pets living there matches the lease		
After the visit		
☐ Write the report, with dated photos of each issue		
☐ Send the report to the owner with recommended repairs and quotes		
☐ Raise maintenance work orders for anything the owner approves		
☐ Write to the tenant about anything they need to fix, and when you'll check it		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____