

QUARTERLY INSPECTION REPORT

This form reports on the condition of the rented premises on a quarterly basis. Tenants are given 7-14 days notice that we will be attending, and have the option to be present if they have any issues they need to discuss. All rooms and outside areas are looked at, and if the property is in an unsatisfactory state, the tenant is advised that they must remedy the situation within 7 days. If there is any maintenance that the tenant has reported, it will be noted, reported and followed up accordingly.

PROPERTY ADDRESS:				
PROPERTY OWNER:				
CURRENT TENANTS:				
INSPECTION DATE:		INSPECTION DAY:		Time of Inspection
INSPECTED AREA	GOOD	FAIR	POOR	COMMENTS
Internal:				
BED 1				
BED 2				
BED 3				
BED 4				
BED 5				
ENTRANCE				
HALLWAY				
LOUNGE				
DINING				
FAMILY				
STUDY				
KITCHEN				
BATHROOM				
BATHROOM 2				
TOILET				
LAUNDRY				
External:				
CARPORT				
GARAGE				
GARDEN/ LAWNS				
GENERAL SUMMARY:				
Smoke Alarm Checked:		<input type="checkbox"/>	Type:	Water Meter Reading: <input type="text"/>
				Completed by: