

CERC PROPERTY INSPECTION FORM

PROPERTY.....

DATE OF THIS INSPECTION:.....

TENANTS NAME:.....

SUMMARY

1. MAINTENANCE REQUIRED BY THE TENANT

Comments:.....
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2. MAINTENANCE REQUIRED BY THE CERC

Comments:.....
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3. MAINTENANCE ITEMS THAT WILL REQUIRE YOUR ATTENTION IN THE FUTURE

Comments:.....
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C = CERC T = Tenant

ROOM AND ITEMS	CONDITION			COMMENTS / INSTRUCTIONS	C	T
	GOOD	FAIR	POOR			
ENTRANCE HALL						
Walls/Ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/Screens				Check all windows open and close freely		
Blinds/Curtains						
Floor Coverings				Condition and cleanliness		
Other				Ensure all smoke detectors are operational		
LOUNGE ROOM						
Walls/Ceiling						
Doors				Condition and cleanliness		
Window/Screens				Check all doors open and close freely		
Blinds/Curtains				Check all windows open and close freely		
Floor Coverings						
Heating				Condition and cleanliness – Type and Age		
Other						
DINING ROOM						
Walls/Ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/Screens				Check all windows open and close freely		
Blinds/Curtains						
Floor Coverings				Condition and cleanliness		
Other						
FAMILY ROOM/OTHER						
Walls/Ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/Screens				Check all windows open and close freely		
Blinds/Curtains						
Floor Coverings				Condition and cleanliness		
Other						
HALL						
Walls/Ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Floor Coverings				Condition and cleanliness		
Other						

C= CERC T= Tenant

				COMMENTS / INSTRUCTIONS		
ROOM AND ITEMS	CONDITION				C	T
	GOOD	FAIR	POOR			
KITCHEN					C	T
Walls/ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/screens				Check all windows open and close freely		
Blinds/curtains						
Floor coverings				Condition and cleanliness		
Cupboards/drawers				Doors open and shut freely		
Benchtops						
Taps/sink				Ensure taps do not leak and wastes flow freely		
Stove/cooker						
Exhaust fan/rangehood				Fans are operational and clean		
Other						
BATHROOM						
Walls/ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/screens				Check all windows open and close freely		
Blinds/curtains						
Floor coverings				Condition and cleanliness		
Bath				Ensure taps do not leak and waste flows freely		
Shower				Ensure taps do not leak and waste flows freely		
Shower screen						
Wash basin/vanity				Ensure taps do not leak and waste flows freely		
Mirror/cabinet						
Exhaust fan						
Towel rail						
Other						
LAUNDRY						
Walls/ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/screens				Check all windows open and close freely		
Blinds/curtains						
Floor coverings				Condition and cleanliness		
Trough				Condition and cleanliness – signs of mould?		
Taps				Ensure taps do not leak and waste flows freely		
Other						
TOILET						
Walls/ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/screens				Check all windows open and close freely		
Blinds/curtains						

Floor coverings				Condition and cleanliness		
Cistern/pan				Condition and cleanliness		
Toilet roll holder						
Other				Flush toilet to see if Cistern works correctly, check "o" ring seal at the base of the toilet for leaks		
BEDROOM 1						
Walls/ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/screens				Check all windows open and close freely		
Blinds/curtains						
Floor coverings				Condition and cleanliness		
Built-in wardrobe				Condition and cleanliness		
Other				Check doors		
ENSUITE						
Walls/ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/screens				Check all windows open and close freely		
Blinds/curtains						
Floor coverings				Condition and cleanliness		
Shower				Ensure taps do not leak and waste flows freely		
Shower screen						
Wash basin/vanity				Ensure taps do not leak and waste flows freely		
Mirror/cabinet						
Exhaust fan						
Towel rail						
Other						
BEDROOM 2						
Walls/ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/screens				Check all windows open and close freely		
Blinds/curtains						
Floor coverings				Condition and cleanliness		
Built-in wardrobe				Condition and cleanliness		
Other				Check doors		
BEDROOM 3						
Walls/ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/screens				Check all windows open and close freely		
Blinds/curtains						
Floor coverings				Condition and cleanliness		
Built-in wardrobe				Condition and cleanliness		
Other				Check doors		
BEDROOM 4						
Walls/ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/screens				Check all windows open and close freely		
Blinds/curtains						

Floor coverings				Condition and cleanliness		
Built-in wardrobe				Condition and cleanliness		
Other				Check doors		
BEDROOM 5						
Walls/ceiling				Condition and cleanliness		
Doors				Check all doors open and close freely		
Window/screens				Check all windows open and close freely		
Blinds/curtains						
Floor coverings				Condition and cleanliness		
Built-in wardrobe				Condition and cleanliness		
Other				Check doors		
EXTERNAL						
Cladding				Check weatherboards or brick veneer for any rot, cracks or other issues Does it need painting?		
Security doors				Check they open and close freely		
External doors				Check they open and close freely		
Windows				Are they painted? Is there any rotten wood?		
Spouting/downpipes				Clear of vegetation. Check for dripping water		
Ground				Signs of pooling water especially close to foundations		
Stairs/porches/patio				Free of trip hazards and rot		
Carport/garage/shed						
Paths and driveway				Free of trip hazards and moss		
Gardens				Tidy		
Lawns				Cut and maintained		
Fencing						
GENERAL						
Stormwater drains						
Sewerage drains				Are they flowing freely?		
Cold water supply						
Hot water system				Type and age		
Other						

