

# CERC PROPERTY INSPECTION FORM

|                         |  |
|-------------------------|--|
| PROPERTY                |  |
| DATE OF THIS INSPECTION |  |
| RENTERS NAME            |  |

## SUMMARY

### **1. Maintenance required by the Renter**

Comments:

### **2. Maintenance required by the CERC**

Comments:

### **3. Maintenance items that will require your attention in the future**

Comments:

| ROOM AND ITEMS           | CONDITION |      |      | COMMENTS / INSTRUCTIONS                           | C | R |
|--------------------------|-----------|------|------|---|---|---|
|                          | GOOD      | FAIR | POOR |   |   |   |
| <b>ENTRANCE HALL</b>     |           |      |      |   |   |   |
| 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                    |           |      |      | <b>Ensure all smoke detectors are operational</b> |   |   |
| <b>LOUNGE ROOM</b>       |           |      |      |   |   |   |
| 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                    |           |      |      |   |   |   |
| <b>DINING ROOM</b>       |           |      |      |   |   |   |
| 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                    |           |      |      |   |   |   |
| <b>FAMILY ROOM/OTHER</b> |           |      |      |   |   |   |
| 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                    |           |      |      |   |   |   |
| <b>HALL</b>              |           |      |      |   |   |   |
| Walls/Ceiling            |           |      |      | Condition and cleanliness                         |   |   |
| Doors                    |           |      |      | Check all doors open and close freely             |   |   |
| Floor Coverings          |           |      |      | Condition and cleanliness                         |   |   |
| Other                    |           |      |      |   |   |   |
| <b>KITCHEN</b>           |           |      |      |   |   |   |
| Walls/ceiling            |           |      |      | Condition and cleanliness                         |   |   |

|                       |      | CONDITION |      |  | COMMENTS / INSTRUCTIONS  |  |   |   |
|-----------------------|------|-----------|------|--|--|--|---|---|
| ROOM AND ITEMS        | GOOD | FAIR      | POOR |  |  |  | C | R |
| 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                 |      |           |      |  |  |  |   |   |
| <b>BATHROOM</b>       |      |           |      |  |  |  |   |   |
| 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                 |      |           |      |  |  |  |   |   |
| <b>LAUNDRY</b>        |      |           |      |  |  |  |   |   |
| 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                 |      |           |      |  |  |  |   |   |
| <b>TOILET</b>         |      |           |      |  |  |  |   |   |
| 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 |  |   |   |

| ROOM AND ITEMS    | CONDITION |      |      | COMMENTS / INSTRUCTIONS                        | C | R |
|-------------------|-----------|------|------|--|---|---|
|                   | GOOD      | FAIR | POOR |  |   |   |
| <b>BEDROOM 1</b>  |           |      |      |  |   |   |
| 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                                    |   |   |
| <b>ENSUITE</b>    |           |      |      |  |   |   |
| 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             |           |      |      |  |   |   |
| <b>BEDROOM 2</b>  |           |      |      |  |   |   |
| 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                                    |   |   |
| <b>BEDROOM 3</b>  |           |      |      |  |   |   |
| 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                                    |   |   |
| <b>BEDROOM 4</b>  |           |      |      |  |   |   |
| Walls/ceiling     |           |      |      | Condition and cleanliness                      |   |   |
| Doors             |           |      |      | Check all doors open and close freely          |   |   |
| Window/screens    |           |      |      | Check all windows open and close freely        |   |   |
| Blinds/curtains   |           |      |      |  |   |   |

| CONDITION            |      | COMMENTS / INSTRUCTIONS |      |  |  | C | R |
|----------------------|------|-------------------------|------|--|--|---|---|
| ROOM AND ITEMS       | GOOD | FAIR                    | POOR |  |  |   |   |
| Floor coverings      |      |                         |      | Condition and cleanliness  |  |   |   |
| Built-in wardrobe    |      |                         |      | Condition and cleanliness  |  |   |   |
| Other                |      |                         |      | Check doors  |  |   |   |
| <b>BEDROOM 5</b>     |      |                         |      |  |  |   |   |
| 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  |  |   |   |
| <b>EXTERNAL</b>      |      |                         |      |  |  |   |   |
| Cladding             |      |                         |      | Check weatherboards or brick veneer for any rot,cracks or other issues<br>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              |      |                         |      |  |  |   |   |
| <b>GENERAL</b>       |      |                         |      |  |  |   |   |
| Stormwater drains    |      |                         |      |  |  |   |   |
| Sewerage drains      |      |                         |      | Are they flowing freely?   |  |   |   |
| Cold water supply    |      |                         |      |  |  |   |   |
| Hot water system     |      |                         |      | Type and age   |  |   |   |
| Other                |      |                         |      |  |  |   |   |

**Additional comments regarding maintenance inspection**

Signed by

Maintenance Committee Members