

## property assessment inspection

property address: \_\_\_\_\_  
 property owner: \_\_\_\_\_  
 tenant/s: \_\_\_\_\_  
 portfolio manager: \_\_\_\_\_ inspection due: \_\_\_\_\_  
 inspection date: \_\_\_\_\_ next inspection due date: \_\_\_\_\_  
 CARE™ call completed Yes/No if no, reason: \_\_\_\_\_ date of call: \_\_\_\_\_

This TrackMate™ is to be used as a guide when conducting a scheduled property assessment inspection as a precaution that all areas of the property are visually inspected to ensure compliance and potential elements of risk are identified and eliminated. This is not to be used as anything other than a guide for the portfolio manager to draw attention to possible items that require further investigation.

	Date	Initials
<b>Wet area checked for leaks</b>		
PM Kitchen	_____	<input type="checkbox"/>
PM Bathroom/s	_____	<input type="checkbox"/>
PM Laundry	_____	<input type="checkbox"/>
PM Toilet/Powder room	_____	<input type="checkbox"/>
PM All other rooms with plumbing	_____	<input type="checkbox"/>
PM Check walls backing onto wet area rooms (including inside walls inside cupboards and robes)	_____	<input type="checkbox"/>
PM Ceiling in all rooms check for watermarks	_____	<input type="checkbox"/>
PM Walls in all rooms check for watermarks	_____	<input type="checkbox"/>
PM Hot water system	_____	<input type="checkbox"/>
<b>Internal general visual checks</b>		
PM Carpet checked for tripping hazards	_____	<input type="checkbox"/>
PM All other flooring checked for slipping and tripping hazards	_____	<input type="checkbox"/>
PM Light switches	_____	<input type="checkbox"/>
PM Power outlets	_____	<input type="checkbox"/>
PM Light fittings	_____	<input type="checkbox"/>
PM Oven, stove and range hood	_____	<input type="checkbox"/>
PM Dishwasher (if applicable)	_____	<input type="checkbox"/>
PM Clothes dryer (if applicable)	_____	<input type="checkbox"/>
PM All other applicable electrical appliances	_____	<input type="checkbox"/>
PM Doors (sliding and standard)	_____	<input type="checkbox"/>
PM Closet doors (sliding/standard/all)	_____	<input type="checkbox"/>
PM Hanging rail	_____	<input type="checkbox"/>
PM Cabinetry doors and drawers	_____	<input type="checkbox"/>
PM Windows (sliding/standard/all)	_____	<input type="checkbox"/>
PM Screens (insect and security)	_____	<input type="checkbox"/>
PM Timber areas checked for possible evidence of termites/boras	_____	<input type="checkbox"/>
PM Walls	_____	<input type="checkbox"/>
PM Ceilings	_____	<input type="checkbox"/>
PM Skirting	_____	<input type="checkbox"/>
PM Air conditioning ducts and systems	_____	<input type="checkbox"/>
PM Internal stairs and railing	_____	<input type="checkbox"/>
PM Shower screen doors, tiles and mirrors – check for hazards/cracks	_____	<input type="checkbox"/>
PM Wet area floors – check for slipping or tripping hazards	_____	<input type="checkbox"/>
PM Furnace area checked	_____	<input type="checkbox"/>
PM Hot water system checked	_____	<input type="checkbox"/>
PM Sighted smoke detector intact	_____	<input type="checkbox"/>
PM Sighted carbon monoxide detector intact	_____	<input type="checkbox"/>
PM Ensured tenant has not caused hazardous risk	_____	<input type="checkbox"/>

**External general visual checks**

- PM External walls
- PM External ceilings
- PM External lights, light switches and power outlets
- PM Guttering and downpipes
- PM Fences, retaining walls and gates
- PM Pool area and equipment (if applicable)
- PM Driveway and paths – check for slipping or tripping hazards
- PM Balcony, deck, courtyard, patio railings and floors
- PM Gardens and lawns – check for slipping and tripping hazards
- PM Sheds and exterior constructions

**Extra/follow-up**

- PM All other items and areas of property (where applicable)
- PM Property owner notified
- PM Follow-up scheduled (if applicable)
- PM Tenant notified of hazards (if applicable)
- PM Hazard area secured with safety bunting (if applicable)
- PM Internal stairs and railing

**Tenant assessment**

- PM Assess tenant’s standard of care at the property
- PM Assess tenant’s standard of cleanliness at the property
- PM Assess tenant’s standard of garden and lawn maintenance at the property
- PM Assess tenant’s standard of pool care and maintenance at the property
- PM Assess tenant’s ability to report maintenance

**Rent assessment and property appeal**

- PM Assess rental rate to market average
- PM Assess property appeal to market demographic

**Completion**

- PM maintenance and repairs noted during inspection processed and finalized
- PMC Property report completed
- PMC Property report sent to property owner Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm
- PMC Follow-up scheduled (if applicable)

**CARE™ call**

- PM Property owner called following completion of Friday audit following week after inspection was completed

**TrackMate™ verified for completion: \_\_\_\_\_ Date: \_\_\_\_\_**

**NB:** If any item is not applicable write next to item N/A