



Rental Property Preparation Guide

Property Address: _____

Client Details: _____

Prepared By: _____ Date: / /

A: Tenancy Act Compliance

- Long life photoelectric smoke alarms** – No more than 3 metres from each bedroom; separate level/outbuildings
- Insulation** – Provide details of insulation type, condition & rating
- Doors & windows** – All secure and lockable including garage/shed
- Exterior of building watertight** – Walls, windows, roof, guttering, down pipes
- Consent** – Property has full consent from council
- Any mould removed and remedied** – Walls, ceilings, drapes, flooring
- Electrical fittings safe**
- Plumbing** – Repair any leaks/drips, sink blockages etc – recommend remove waste disposal
- Cracked windows replaced**
- Stove/Oven** – Serviceable + instructions
- Drapes/Blinds** – Run smoothly & serviceable
- Flooring** – No tripping hazards – Rough joins, hard floors non porous
- Light bulbs** – Full set required
- Heating** – Heating source operative, Fireplace compliant, swept, good condition, gas appliances, remove supply bottle(s) for tenant to fill
- Swimming Pool** – Fencing adequate to council code, equipment serviceable, instructions/pool company engaged
- Pathways** – Check slipping/tripping hazards
- Gardens** – Trees/bushes trim & tidy
- Compost/Rubbish** – Remove so as no one can add to
- Fences/Gates/Letterbox** – In good condition

B: Final Preparation

- Cleaning of property** – see cleaning guide
- Inform your insurance company that you are renting the property and obtain cover.**
- Arrange mail re-direction (if necessary)**
- Inform Electricity/Telephone/Gas if applicable of move**
- Provide property manager with two sets of keys and spare main entrance way key**

Notes:
