



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 or where someone sleeps; separate level/outbuildings
- Insulation Evidence:** minimum R1.9 ceiling and R0.9 underfloor (if fitted before July 2016) (see section B) if fitted after July 2016 the requirement is 120mm ceiling & R1.3 underfloor
- Doors & Windows** – All secure and lockable including garage/shed
- Exterior of building watertight** – Walls, windows, roof, guttering, downpipes
- Consent** – Property has full consent from the council
- Any mould removed and remedied** – Walls, ceilings, drapes, flooring
- Electrical fittings safe**
- Separate Exclusive Electricity Supply**
- 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, supply bottle(s) for the 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: Healthy Homes Standards Compliance

- Full Compliance**
within 120 days of a new or renewal of tenancy.
1 July 2025 all rental homes.

Insulation: ceiling R3.3

underfloor R1.3

Provide Evidence

Dampness: guttering

downpipes

moisture barrier

drought stopping

Evidence of Compliance plus a Heating Calculator are a legal requirement

Extractor fan in kitchen:

Extractor fan(s) in bath/shower rooms:
Provide Tenancy Services Heating Calculation Report

Heating source living room:
Specify: Type & K/W _____

Note: Insulation must be compliant at the commencement of the Tenancy

Notes: (what needs doing for compliance or exemptions)

C: Final Preparation

- Cleaning of property** – see cleaning guide
- Inform your insurance company that you are renting the property and obtain cover.**
- Provide property manager with copy of insurance policy & excess**
- 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: