

ROUTINE INSPECTION GUIDE

The following information has been prepared to assist you when a Routine Inspection is due at the property you are renting through Meraki Property Management.

Routine inspections can be carried out every 3 months to ensure the property is well cared for and there are no maintenance or health and safety issues.

Routine inspections are scheduled 2-3 months in advance and will appear in your Tenant Portal as 'scheduled'. Notice of Entry (Form 9 – Entry Notice) will be issued to you via Email or Post approximately 2.5 weeks before your Routine Inspection (the Act requires minimum of 1 week).

Please Note: as our tenants are provided extensive notice of their Routine Inspection, it is expected that the property is presented to a high standard.

As per your signed Agreement and in accordance with the RTRA Act, it is the tenant's obligation to:

- keep the premises clean, having regard to their condition at the start of the tenancy.
- not maliciously damage, or allow someone else to maliciously damage, the premises.
Please Note: neglect is considered malicious damage
- report (in writing) any maintenance or damage if the tenant knows the premises has been damaged or is in need of repair

Attendance to the below matters prior to our inspection will save time and prevent unnecessary (and often unpleasant) conversations and/or actions:

- ✓ All floors & carpets to be swept, vacuumed and/or mopped.
- ✓ Skirting and windowsills to be dusted. Flies and cobwebs removed from window tracks, ledges and sliding doors.
- ✓ All cupboards, shelves, drawers and benches are cleaned.
- ✓ Walls and doors are cleaned of all marks.
- ✓ Stove, oven, grill and exhaust fans/range hood filters are cleaned, and all grease removed.
- ✓ Windows, glass and flyscreens are cleaned inside, and outside where possible.
- ✓ Light shades and ceiling fans to be cleaned.
- ✓ Air conditioning vents / filters cleaned.
- ✓ All garbage, bottles and rubbish is removed from the premises.
- ✓ The garage and/or storeroom is cleaned out, free of cobwebs and grease marks are removed from car space/garage.
- ✓ Bathrooms, toilets, bathroom cabinets and shower/bath recesses are thoroughly cleaned, with all mould and soap scum removed from tiles and grouting. Top of skirting tiles to be cleaned. Ceiling mould must also be removed. Bathroom floors to be mopped.
- ✓ Toilets to be cleaned, including seat, inside and outside of bowl and S bend.
- ✓ Exhaust fans to be removed and cleaned.
- ✓ Lawns and edges are trimmed, gardens and pebbled areas weeded, pet waste removed.
- ✓ Property to be presented in a clean and tidy condition.

We recommend ensuring that 'preventative cleaning', such as cleaning of fan blades, shower grout/silicone, internal of oven, stovetop, etc, is completed regularly to prevent any long-term (and expensive) damage to the property.

If all of these items are met for all of your periodic inspections this will assist you in receiving a very positive rental reference from this agency upon vacating the premises.

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MAINTAINING THE PROPERTY

The tenant is responsible for looking after the property and keeping it clean and free from damage, in accordance with Standard Term 26 of your signed *Form 18a – General Tenancy Agreement*.

26 Tenant's Obligations – s188 (2) and (3)

- 1) The tenant must keep the premises clean, having regard to their condition at the start of the tenancy.
- 2) The tenant must not maliciously damage, or allow someone else to maliciously damage, the premises.

It is our recommendation that regular cleaning of fixtures and fittings is completed at the property to ensure that long term damage does not occur, such as mould in grout/silicone, rust on fan blades or build-up of baked on food.

NOTICES & CORRESPONDENCE

In accordance with Standard Term 44 of your signed *Form 18a – General Tenancy Agreement*, it is the Tenant's responsibility to provide all communication in writing

44 Notices

- 1) A notice under this agreement must be written and, if there is an approved form for the notice, in the approved form. Note – Download approved forms via the RTA Website rta.qld.gov.au
- 2) A notice from the tenant to the lessor may be given to the lessor's agent.

NOTICE OF DAMAGE OR MAINTENANCE

In accordance with Standard Term 32 of your signed *Form 18a – General Tenancy Agreement*, it is the Tenant's responsibility to report any maintenance as well as notify the Agent of any damage that has occurred at the Property.

32 Notice of Damage – s217

- 3) If the tenant knows the premises have been damaged, the tenant must give notice as soon as practicable of the damage.
- 4) If the premises need routine repairs, the notice must be given to the lessor/agent.
- 5) If the premises need emergency repairs, the notice must be given to –
 - a) The nominated repairer for the repairs; or
 - b) If there is no nominated repairer for the repairs or the repairer cannot be contacted – the lessor.

Are there any maintenance issues at the property?

- | | | |
|---|---|--|
| <input type="checkbox"/> Leak under kitchen sink | <input type="checkbox"/> Tears or Ripples in carpet | <input type="checkbox"/> Issues with steps or railings |
| <input type="checkbox"/> Leak under bathroom sink | <input type="checkbox"/> Power points faulty | <input type="checkbox"/> Evidence of dry rot in wood |
| <input type="checkbox"/> Leak from shower/bath | <input type="checkbox"/> Lights not working | <input type="checkbox"/> Fault with fence or gate |
| <input type="checkbox"/> Leak from hot water system | <input type="checkbox"/> Fault with stove/oven/grill | <input type="checkbox"/> Loose or damaged tiles |
| <input type="checkbox"/> Leak behind toilet | <input type="checkbox"/> Fault with doors or locks | <input type="checkbox"/> Damage to flyscreen mesh |
| <input type="checkbox"/> Leak from ceiling/roof | <input type="checkbox"/> Issue with guttering / downpipes | <input type="checkbox"/> Faulty Smoke detectors |

If yes, maintenance can be reported via one of the following methods:

- **Email:** pm@merakiproperty.com.au
- **Report via the Tenant Portal:** <http://my.propertyme.com>
- **Maintenance Request Form posted or delivered to the office.**

Please Note: Failure to report maintenance may result in the tenant becoming liable for the cost of the repair.