

## Routine Inspection Guide

A Routine Inspection is normally carried out every 3 months, this is to ensure the property is well cared for and to check if there is any maintenance, health, and safety issues. At Coolum Coastal Property we appreciate the tenant living at the property therefore the routine inspection is not a housework inspection.

Minimum Notice period to the tenant is 7 days and this is done via an Entry Notice.

If you as the tenant has any maintenance to report, please use our maintenance form found on our website [HERE](#) and leave it in a prominent place for your property manager to see.

Below is a checklist that your property manager will use with the inspection

### Routine Inspection Checklist

<b>EXTERIOR</b>
Gardens and lawns are maintained - no accumulated piles of garden trimmings heaped around the yard.
Palm fronds accumulate in piles
Grass clippings tipped on garden beds
Weeds and grass growing in flower beds/courtyard/paving
Build-up of mould/slippery areas on paths/patio/driveways
<b>GARAGE</b>
Oil spills on garage floor and driveways
<b>SMOKE ALARM</b>
Replacement of flat batteries in smoke alarms
Removing smoke alarms
Interfering with smoke alarms
<b>INTERIOR</b>
Carpets - Traffic areas from kitchen/dining-lounge, bathrooms around lounge/dining room chairs
Window/door/robe/tracks/screens accumulation of dirt
Hot plates/stove/ovens - build-up of spilt and burnt material on and around hot plates/drip trays/exhaust fan and grills
Mould/scum - Kitchen sink taps, sealant between laminate and tiles/showers/baths - walls and base, on sealant between laminate and tiles of vanities, around bases of taps in in tracks of sliding shower screens

All maintenance MUST be reported. Failure to report maintenance may result in the tenant becoming liable for the cost of the repair, i.e. failure to report a water leak which results in the damage worsening will become the responsibility and cost of the tenant to repair.