



CHECKLIST A

The following are items that the landlord's responsibility and it is advisable that they are attended to, as some in particular are a legal requirement for all leased properties under the Residential Tenancies Act.

- ✓ All locks are fitted and keys are available for each lock
- ✓ The property provides adequate security to enable tenants to obtain contents insurance
- ✓ If the property is a unit or townhouse, a copy of the by-laws are required to be provided to the Managing Agent
- ✓ Smoke alarms are compliant and are checked within 30 days of a new tenant moving in.
- ✓ Pest control has been completed for 12 months. Annual pest control is required.
- ✓ Telephone line is installed.
- ✓ Full sets of keys are provided- one for the Managing Agent and at least one set for the incoming tenants
- ✓ If your property has a pool, a pool compliance certificate must be obtained by a licenced pool inspector
- ✓ Refuse bins are installed for the property. We can contact the Council to arrange if you prefer.
- ✓ Property has been cleaned in detail. Professional carpet cleaning is essential and a receipt must be provided to the Managing Agent.

CHECKLIST B

Includes items that are recommendations gained from our experience as managing agents. Whilst they are not a legal requirement they may be advantageous for you to include or attend to prior to leasing. They may assist you in achieving the optimum rental available, help in the on-going maintenance of your property or simply safeguard your investment.

- ✓ Landlord Protection Insurance. Whilst every care is taken in carrying out rental reference checks, unforeseen circumstances can cause a tenant to behave in a way that is totally out of character- hence the need for this type of insurance. Details are available upon request.
- ✓ Contents insurance for your property's fixtures and fittings- can be included in your property insurance or incorporated in a landlord protection policy. As your managing agent we require that you take out some form of Public Liability Insurance for covering your property. (For units & townhouses- the Public liability under the building insurance taken out by the Body Corporate only covers common areas).
- ✓ Install fly screens (this will protect the paint work as well as maintaining the curtains/blinds) or
- ✓ Install security screens (particularly in lower floor areas)
- ✓ Install window coverings
- ✓ Install towel rails and toilet roll holders, if not already installed
- ✓ Copies of applicable warranties given to the managing agent for the file
- ✓ Instruction manuals for appliances left in property for tenant's reference
- ✓ Particular cleaning instructions for special items given to both Agent and tenant
- ✓ If solid hotplates apply, leave a set of covers to protect them along with cleaning instructions and a tube of cleaner
- ✓ Placement of picture hooks on walls- then a restriction can be placed on the tenant for any future picture hook allowances
- ✓ If the property is vacant for two weeks or more then a spot clean should be carried out before the incoming tenant commences the tenancy (approx \$80)