



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)
- ☐ **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**
- ☐ **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

- ☐ Record of compliance with upcoming standards needed by 1 December 2020
- ☐ 1 July 2021 compliance needed within 90 days of a new or renewal of tenancy
- ☐ Compliance needed by 1 July 2024 all rental homes

- | | | | | | |
|---|---------------|------------------------------|-----------------|------------------------------|---|
| <input type="checkbox"/> Insulation: | ceiling 120mm | <input type="checkbox"/> ✓ X | underfloor R1.3 | <input type="checkbox"/> ✓ X | |
| <input type="checkbox"/> Dampness: | guttering | <input type="checkbox"/> ✓ X | downpipes | <input type="checkbox"/> ✓ X | moisture barrier <input type="checkbox"/> ✓ X |
| <input type="checkbox"/> Heating source living room: | | <input type="checkbox"/> ✓ X | Specify: | _____ | |
| <input type="checkbox"/> Extractor fan in kitchen: | | <input type="checkbox"/> ✓ X | | | |
| <input type="checkbox"/> Extractor fan(s) in bath/
shower rooms: | | <input type="checkbox"/> ✓ X | | | |
| <input type="checkbox"/> Draught stopping complete: | | <input type="checkbox"/> ✓ X | | | |

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.**
- ☐ **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:
