

# RENTAL PROPERTY PREPARATION GUIDE

Property Address

Client Details

Prepared By

Date

/ / 20

## A: Tenancy Act Compliance

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Long Life photoelectric smoke alarms</b> – No more than 3 metres from each bedroom or where someone sleeps; separate level/outbuildings | <input type="checkbox"/> <b>Stove/Oven</b> – Serviceable + Instructions available   |
| <input type="checkbox"/> <b>Insulation Evidence</b> – 120mm ceiling & R1.3 underfloor   | <input type="checkbox"/> <b>Drapes/Blinds</b> – Run smoothly & serviceable  |
| <input type="checkbox"/> <b>Doors and Windows</b> – All secure and lockable including garage/shed   | <input type="checkbox"/> <b>Flooring</b> – No tripping hazards – rough joins, hard floors non-porous  |
| <input type="checkbox"/> <b>Exterior of building watertight</b> – Walls, windows, roof, guttering, downpipes  | <input type="checkbox"/> <b>Light bulbs</b> – Full set required   |
| <input type="checkbox"/> <b>Consent</b> – Property has full consent from the council  | <input type="checkbox"/> <b>Heating</b> – Heating source operative, Fireplace compliant, swept, good condition, gas appliances, supply bottle(s) for the tenant to fill |
| <input type="checkbox"/> <b>Any mould removed and remedied</b> – Walls, ceilings, drapes, flooring  | <input type="checkbox"/> <b>Swimming Pool</b> – Fencing adequate to council code, equipment serviceable, instructions/pool company engaged                              |
| <input type="checkbox"/> <b>Electrical fittings safe</b>  | <input type="checkbox"/> <b>Pathways</b> – Check slipping/tripping hazards  |
| <input type="checkbox"/> <b>Separate Exclusive Electricity Supply</b>   | <input type="checkbox"/> <b>Gardens</b> – Trees/bushes trimmed and tidy   |
| <input type="checkbox"/> <b>Plumbing</b> – Repair any leaks/drips, sink blockages etc – recommend remove waste disposal   | <input type="checkbox"/> <b>Compost/Rubbish</b> – Remove so as no one can add to  |
| <input type="checkbox"/> <b>Cracked windows replaced</b>  | <input type="checkbox"/> <b>Fences/Gates/Letterbox</b> – In good condition  |

## B: Healthy Homes Standards Compliance

- ☐ **Full Compliance**  
Before any tenancy commences for all residential rental homes.
- |   |  |
|---|--|
| <input type="checkbox"/> <b>Insulation:</b> ceiling R3.3  | <input type="checkbox"/> <b>Extractor fan in kitchen</b>   |
| <input type="checkbox"/> Underfloor R1.3  | <input type="checkbox"/> <b>Extractor fan(s)</b> installed and functioning in bath/shower rooms. |
| <input type="checkbox"/> Provide Evidence   | <input type="checkbox"/> Provide Tenancy Services Heating Calculation Report                     |
| <input type="checkbox"/> <b>Dampness:</b> guttering   | <input type="checkbox"/> <b>Heating source living room</b> (Specify)                             |
| <input type="checkbox"/> Downpipes  | Model/Type _____   |
| <input type="checkbox"/> Moisture barrier   | K/W _____  |
| <input type="checkbox"/> Drought stopping   |  |
| <input type="checkbox"/> Evidence of Compliance plus a Heating Calculator are a legal requirement |  |

Notes (what needs doing for compliance or exemptions)

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## 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 and 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

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