This Form was created in Word using VF Creator.

Created: 12/01/2018 by the VF Creator team.

VF Creator turns documents created in Word into online forms.

You can view/edit eForm features, after installing the VF Creator add-in. A new VF Creator ribbon will be available which allows you to create/edit eForms.



Please visit [VictoriaForms.com](http://www.formpony.com/)/VF-Creator/ to start creating online forms in Word.

**Property Inspection**

This report should be used to record the condition of the accommodationn at the end of the period of tenancy. The Landlord and the Tenant should fill out this form together and agree on any action required.

|  |  |
| --- | --- |
| **Property:** |  |
| **Landlord(s):** |  |
| **Tenant(s):** |  |
| **Date of Inspection:** |  |

**STATE code explanation**:

S = satisfactory, N = needs attention – detailed action required

|  |  |  |
| --- | --- | --- |
| **Entrance / hall** | **State** |  **action Required** |
| Walls/Ceiling/Woodwork |  |  |
| Floor/Coverings |  |  |
| Curtains/Blinds |  |  |
| Light Fittings/Power points |  |  |
| Windows/Doors/Screens |  |  |
| Comments/Other |  |  |

|  |  |  |
| --- | --- | --- |
| **LOUNGE** | **State** | **action Required** |
| Walls/Ceiling/Woodwork |  |  |
| Floor/Coverings |  |  |
| Curtains/Blinds |  |  |
| Light Fittings/Power points |  |  |
| Windows/Doors/Screens |  |  |
| Comments/Other |  |  |

|  |  |  |
| --- | --- | --- |
| **dINING rOOM** | **State** | **action Required** |
| Walls/Ceiling/Woodwork |  |  |
| Floor/Coverings |  |  |
| Curtains/Blinds |  |  |
| Light Fittings/Power points |  |  |
| Windows/Doors/Screens |  |  |
| Comments/Other |  |  |

|  |  |  |
| --- | --- | --- |
| **kitchen** | **STATE** | **action Required** |
| Walls/Ceiling/Woodwork |  |  |
| Floor/Coverings |  |  |
| Curtains/Blinds |  |  |
| Light Fittings/Power points |  |  |
| Windows/Doors/Screens |  |  |
| Cupboards/Drawers |  |  |
| Bench tops/Tiling |  |  |
| Sink/Disposal Unit |  |  |
| Taps |  |  |
| Stove  |  |  |
| Exhaust Fan |  |  |
| Comments/Other |  |  |

|  |  |  |
| --- | --- | --- |
| **BEDROOM 1** | **State** | **action Required** |
| Walls/Ceiling/Woodwork |  |  |
| Floor/Coverings |  |  |
| Curtains/Blinds |  |  |
| Light Fittings/Power points |  |  |
| Windows/Doors/Screens |  |  |
| Comments/Other |  |  |

|  |  |  |
| --- | --- | --- |
| **BEDROOM 2** | **State** | **action Required** |
| Walls/Ceiling/Woodwork |  |  |
| Floor/Coverings |  |  |
| Curtains/Blinds |  |  |
| Light Fittings/Power points |  |  |
| Windows/Doors/Screens |  |  |
| Comments/Other |  |  |

|  |  |  |
| --- | --- | --- |
| **BEDROOM 3** | **State** | **action Required** |
| Walls/Ceiling/Woodwork |  |  |
| Floor/Coverings |  |  |
| Curtains/Blinds |  |  |
| Light Fittings/Power points |  |  |
| Windows/Doors/Screens |  |  |
| Comments/Other |  |  |

|  |  |  |
| --- | --- | --- |
| **BATHROOM 1** | **State** | **action Required** |
| Walls/Ceiling/Woodwork |  |  |
| Floor/Coverings |  |  |
| Curtains/Blinds |  |  |
| Light Fittings/Power points |  |  |
| Windows/Doors/Screens |  |  |
| Bath |  |  |
| Shower |  |  |
| Shower Screen |  |  |
| Wash Basin |  |  |
| Tiling |  |  |
| Mirror/Cabinet |  |  |
| Towel rail |  |  |
| Toilet |  |  |
| Comments/Other |  |  |

|  |  |  |
| --- | --- | --- |
| **LAUNDRY** | **State** | **action Required** |
| Walls/Ceiling/Woodwork |  |  |
| Floor/Coverings |  |  |
| Curtains/Blinds |  |  |
| Light Fittings/Power points |  |  |
| Windows/Doors/Screens |  |  |
| Wash Tubs |  |  |
| Comments/Other |  |  |

|  |  |  |
| --- | --- | --- |
| **eXTERIOR** | **State** | **action Required** |
| Exterior Walls/Window frames |  |  |
| Lawns/Gardens |  |  |
| Roof/Gutters |  |  |
| Garage/Carport/Driveway |  |  |
| Clothes Line |  |  |
| Fences/Gates |  |  |
| Mailbox |  |  |
| Balcony/ Veranda/Porch |  |  |
| Outside lights |  |  |
| Doorbell/Security System |  |  |
| Comments/Other |  |  |

|  |
| --- |
| **OTHER COMMENTS** |
|  |

**IMPACT ON TENANT AS A RESULT OF FAILING TO TAKE REQUIRED ACTION**

Failure to take the required action as detailed above will result in deductions to the tenants bond to make good the repairs / cleaning required.

The cost of remedial action will be determined by obtaining two quotes to complete the work and selecting the lowest amount.

The amount to be deducted is estimated at: 

*(subject to receiving quotes)*

**NOTE:** Given there is a need for action to be taken quickly, before the next staff member commences work, the availability of contractors may be limited and cost may be greater than expected.

**ACKNOWLEDGEMENT**

This report is a fair reflection of the of the state of the property and the action required to remedy the situation. *(Do not sign unless you agree with all the details in the report.)*

|  |  |  |
| --- | --- | --- |
| **LANDLORD** |  | **TENANT** |
| **Name:**  |  | **Name:**  |
| **Signed:**  |  | **Signed:**  |
| **Date:**  |  | **Date:**  |