

DATE

{PROPERTYVISA REFERENCE}

{TENANT NAME}

{TENANT ADDRESS}

Dear {TENANT NAME}

**RE: PROPERTY INSPECTION – {PROPERTY ADDRESS}**

Kindly be advised that an inspection will be conducted on {DATE} between {TIME START} and {TIME END}.

between {TIME START} and {TIME END}.

We appreciate your understanding and flexibility on this day, as we have a number of other properties to inspect, and the associated travelling costs and time.

We would like to re-schedule for another day if possible, to allow for specific areas to keep the property in good condition.

Should you require access to the property to gain access to the property, please let us know.

For keys to be dropped off in order to allow for access to the property.

To ensure that the inspection is completed on time, should you need to review while at this time, please let us know.

Please use a list of items, as a guideline with this letter to be attended to. For maintenance issues please leave a note on the kitchen bench for us to review.

Thank you for your co-operation.

Kind regards,

{LANDLORD NAME}

PropertyVisa Pty LTD

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ABN 31141199920

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## PERIODIC INSPECTION

It is important we conduct regular inspections so that we can confirm the property is being maintained as per lease requirements, and also keep up to date with any repairs or maintenance required.

**Photos** – Part of this inspection may involve taking photos of the front and rear yard, and any areas of concern inside (e.g. Repairs required) Please let us know should you not what us to take photos.

**PLEASE ENSURE WE CAN GIVE THE OWNERS A GOOD INSPECTION REPORT**

Address of rental premises: **{PROPERTY ADDRESS}**

Postcode: **{POSTCODE}**

Tick	Description	Corr
	Inside	
	The inside of the property is clean	
	The carpets are reasonably clean	
	The kitchen is clean	
	The oven/stove is free of stains	
	Outside	
	The garden is well maintained	
	Garage area/paths/driveways free of weeds removed	
	Rubbish bins emptied	
	Oil stains removed from car ports, garage and driveways	
	All areas accessible	
	Swimming pool water and sides/bottom are clean	
	If you have an approved Pet	
	Any droppings are picked up and removed	
	Any pet damage repaired	
	Ensure dogs are restrained for the inspection	

The condition of the premises at the periodic inspection is noted:

LANDLORD/S OR AGENT/S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT/S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_