

Rental inspection checklist

A routine inspection needs at least 48 hours' notice to the tenant, can happen no more than once every four weeks, and must be between 8am and 7pm. Use this checklist on each visit, take dated photos, and compare them with the last report.

Property address _____

Date of visit _____

Notice given on _____

Inspected by _____

Living areas	OK	Action needed
Walls, floors, doors and fittings: new damage since the last report	☐	
Heating working; heat pump filters clean	☐	
Windows open, close and lock; curtains or blinds intact	☐	
Kitchen	OK	Action needed
Benches, cupboards and oven clean and working	☐	
Rangehood or extractor fan working and venting outside	☐	
No leaks under the sink	☐	
Bathroom and laundry	OK	Action needed
Extractor fan working	☐	
No mould, leaks or failed seals around the shower, bath and basin	☐	
Toilet, taps and washing machine connections without leaks	☐	
Bedrooms	OK	Action needed
Walls, floors and wardrobes: new damage	☐	
Windows open and close; signs of condensation or mould	☐	

Safety and compliance	OK	Action needed
Every smoke alarm tested and within expiry	☐	
Healthy Homes items still working: heating, fans, insulation access, draught stopping	☐	
No signs of moisture, leaks or mould anywhere in the home	☐	
Outside	OK	Action needed
Roof, gutters and downpipes clear and intact	☐	
Drainage away from the house; subfloor dry where it can be seen	☐	
Lawns and gardens kept where the tenancy agreement makes that the tenant's job	☐	
After the visit	OK	Action needed
Photos of every room saved with the date	☐	
Report written and repairs logged, with any tenant damage raised in writing	☐	
Next inspection date set	☐	

General information, not legal advice. The inspection rules are at tenancy.govt.nz. How Dunmore Property Management inspects: dunmorepropertymanagement.co.nz/rental-inspections

Every property we manage is inspected every three months, with a photo report within two business days. Book a free rental appraisal at dunmorepm.co.nz or call 07 575 2033.