



**Square Investments Real Estate**

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# **ROUTINE INSPECTION REPORT**

**Your Property Address**

Report completed on Thursday 20/04/2023

Prepared by Jason Crofts-Smith

**Square Investments Real Estate**

Powered by Inspection Express

**Inspection Completed On:** Thursday 20/04/2023  
**Property Manager:** Jason Crofts-Smith  
**Agreement Start Date:** Saturday 07/01/2020  
**Agreement Expiry Date:** Saturday 06/01/2025  
**Rent Review:** Wednesday 07/02/2024  
**Current Rental Amount:** \$390 per week  
**Renter/s:**

## Attendees

Rental Provider/s attended: Yes  
Renter/s attended: Yes

## Current Agreement & Rent details

Here is a snapshot of your tenancy:

Your lease started on the Sat. 07/01/2020 for 5 Years  
Your lease is due to end on Sat. 06/01/2025 (Or may have already ended)  
The bond lodged with the Residential Tenancy Bond Authority is \$1,191.00

## Future Rent Increase recommendation

It's important that your property keep up with current rental market trends.  
Did you know rent can only be increased once every 12 months?

## Future Agreement recommendation

To be discussed at next inspection

## When is the next inspection?

The next inspection will be 6 months from today's date. Our team will remind you in advance and ask you to attend with us.

## Rental Provider Insurance

Rental Provider Insurance covers, owners' contents, public liability, loss of rental and malicious damage. We recommend to all owners that they are covered by rental providers insurance. Body Corporate insurance does not cover your contents eg. Carpets, blinds and light fittings or for events of a public risk nature that may occur within your property.

It is company policy that all owners have rental provider insurance. It is our recommendation that you compare your insurance policy with that of our preferred partners who specialise in rental provider insurance. On some occasions, when a claim is made through an insurer who does not specialise in rental provider insurance, that claims can be declined, thresholds are lower & insurance excess per claims are made instead of one excess for multiple claims.

Please ask if I can organise a quote from one of our insurance partners to compare against your policy today.

## Annual Smoke Alarm Servicing

From 29 march 2021, Residential Rental Providers must engage qualified service technicians every 12 months to service all smoke alarms in the rental property.

Source: [https://content.legislation.vic.gov.au/sites/default/files/2021-01/21-003sra\\_authorized.pdf](https://content.legislation.vic.gov.au/sites/default/files/2021-01/21-003sra_authorized.pdf)

Smoke alarm safety activities

(a ) The rental provider must ensure that—

- (i) any smoke alarm is correctly installed and in working condition; and
- (ii) any smoke alarm is tested according to the manufacturer's instructions at least once every 12 months; and
- (iii) the batteries in each smoke alarm are replaced as required.

(b) The rental provider must immediately arrange for a smoke alarm to be repaired or replaced as an urgent repair if they are notified by the renter that it is not in working order. Note: Repair or replacement of a hard-wired smoke alarm must be undertaken by a suitably qualified person.

(c ) The rental provider, on or before the commencement of the agreement, must provide the renter with the following information in writing—

- (i) information about how each smoke alarm in the rented premises operates;
- (ii) information about how to test each smoke alarm in the rented premises;
- (iii) information about the renter's obligations to not tamper with any smoke alarms and to report if a smoke alarm in the rented premises is not in working order.

(d) The renter must give written notice to the rental provider as soon as practicable after becoming aware that a smoke alarm in the rented premises is not in working order. Note: Regulations made under the Building Act 1993 require smoke alarms to be installed in all residential buildings.

## Gas Safety Checks

From 29 March 2021, Residential Rental Providers must engage qualified service technicians every 2 years to service all gas and electrical fittings & connections.

Source: [https://content.legislation.vic.gov.au/sites/default/files/2021-01/21-003sra\\_authorized.pdf](https://content.legislation.vic.gov.au/sites/default/files/2021-01/21-003sra_authorized.pdf)

Definition: Gas checks:

gas safety check means—

(a) the following gas installation checks—

- (i) that LPG cylinders and associated gas components are installed correctly;
- (ii) that appliance gas isolation valves are installed where required by AS/NZS 5601.1 "Gas installations", as published or amended from time to time;
- (iii) that gas appliances and their components are accessible for servicing and adjustment;
- (iv) that the gas installation is electrically safe;
- (v) that clearances from appliances to combustible surfaces are in accordance with installation instructions and AS/NZS5601.1 "Gas installations", as published or amended from time to time;
- (vi) that there is adequate ventilation for appliances to operate safely;
- (vii) that gas appliances (including cookers) are adequately restrained from tipping over;
- (viii) checking the condition of gas appliance flue systems including chimneys;
- (ix) checking gas appliances for evidence of certification; and

(b) testing gas installations for leakage; and

(c) servicing gas appliances as follows—

- (i) a clean of all dust and debris from appliances including burner, pilot, fan, filters and air intakes;
- (ii) a check of the integrity of the heat exchanger;
- (iii) a check of the gas supply and appliance operating pressures;
- (iv) check that the gas appliance burner ignition is reliable and complete; (v) a check for any gas appliance flame abnormality;
- (vi) a check of the operation of the gas appliance, including safety devices; (vii) a combustion spillage test in accordance with Appendix F of AS4575 "Gas appliances—Servicing of Type A appliances", as published or amended from time to time, after service or of the heater

Requirements for gas safety check record keeping

(1) For the purposes of section 68B of the Act, the prescribed requirements for the keeping and production of records of gas safety checks conducted at the rented premises are the following—

(a) a record of a gas safety check must include the following information—

- (i) the name of the licensed or registered gas fitter who conducted the check;
  - (ii) the licence or registration number of the licensed or registered gas fitter who conducted the check;
  - (iii) the date the check was conducted;
  - (iv) the results of the check, including any servicing and repairs required and actions taken to address the repair;
- (b) a record of a gas safety check must be kept until a record of the next gas safety check is created;
- (c) a copy of the most recent gas safety check must be provided to the renter within 7 days after receipt by a residential rental provider of a written request from the renter

## Electrical Safety Checks

From 29 march 2021, Residential Rental Providers must engage qualified service technicians every 2 years to service all gas and electrical fittings & connections.

Source: [https://content.legislation.vic.gov.au/sites/default/files/2021-01/21-003sra\\_authorized.pdf](https://content.legislation.vic.gov.au/sites/default/files/2021-01/21-003sra_authorized.pdf)

Definition: Electrical Checks:

Electrical safety check means a check of all electrical installations, fixtures and fittings carried out in accordance with section 4 of AS/NZS 3019 "Electrical installations—Periodic verification", as published or amended from time to time;

Requirements for electrical safety check record keeping

(2) For the purposes of section 68B of the Act, the prescribed requirements for the keeping and production of records of electrical safety checks conducted at the rented premises are the following—

(a) ) a record of an electrical safety check must include the following information—

(i) the name of the licensed or registered electrician who conducted the check;

(ii) the licence or registration number of the licensed or registered electrician who conducted the check;

(iii) the date the check was conducted;

(iv) the results of the check, including any repairs that were required and actions taken to address the repair;

(v) ) a report prepared in accordance with section 2 of AS/NZS 3019, "Electrical installations—Periodic verification", as published or amended from time to time;

(b) a record of an electrical safety check must be kept until a record of the next electrical safety check is created;

(c) ) a copy of the most recent electrical safety check must be provided to the renter within 7 days after receipt by a residential rental provider of a written request from the renter.

Electrical safety checks

(a) ) The rental provider must ensure an electrical safety check of all electrical installations, appliances and fittings provided by a rental provider in the rented premises is conducted every 2 years by a licensed or registered electrician and must provide the renter with the date of the most recent safety check, in writing, on request of the renter.

(b) If an electrical safety check of the rented premises has not been conducted within the last 2 years at the time the renter occupies the premises, the rental provider must arrange an electrical safety check as soon as practicable.

## Property Improvement Recommendations

During our property routine inspection today, we noted the following that you may wish to consider improving in the coming years:

When renter vacates:

- 1) Replace carpet throughout or floorboards
- 2) Cut back the large tree near laundry

## Minimum Standards Compliance Checklist

New legislation requires Residential Rental Providers to ensure their rental property meets the minimum standards. This inspection has been completed visually and to the best of our ability, we believe your property meets the requirements.

### DOOR LOCKS

All external entry doors to the rented premises which are not able to be secured with a functioning deadlock, other than any screen door attached to an external door, must at least be fitted with a locking device that:  
is operated by a key from the outside and  
may be locked from the inside with or without a key  
This does not apply to a front door that opens to common property (e.g. entrance to an apartment building)  
This does not apply if the property is a registered place and a request for a permit to comply with this standard has been refused under the Heritage Act 2017.

### VENTILATION

Rented premises must meet the ventilation standards in the Building Code of Australia.

### VERMIN PROOF BINS

Must be supplied by local council and compliant with council regulations.

### TOILETS:

Rented premises must contain a toilet in working order  
be connected to an appropriate waste system  
must be in a room or structure intended to be used as a toilet area.

### BATHROOM FACILITIES

Reasonable hot and cold water supply  
washbasin, shower/bath  
minimum 3 star rated showerheads.

### KITCHEN FACILITIES

Dedicated food preparation area  
sink with hot and cold water  
if there is an oven it must be in working order  
stovetop in good working order that has two or more burners  
this does not apply if the property is a registered place and a request for a permit to comply with this standard has been refused under the Heritage Act 2017.

### LAUNDRY FACILITIES

If provided, must be connected to a reasonable amount of hot and cold water.

### STRUCTURAL SOUNDNESS

Rented premises to be structurally sound and weatherproof.

### MOULD & DAMPNESS

Each room free from mould and damp caused by the building structure.

### ELECTRICAL SAFETY

must have electrical safety switches installed from 29 March 2023.

### WINDOW COVERINGS

All windows in bedrooms and living area must have coverings that can block light and provide privacy from 29 March 2022.

### WINDOWS

External windows that can be opened must be able to be set in open/closed position  
if there are no locks there must be latches to secure against external entry.

### LIGHTING

Interior rooms and corridors must have appropriate access to light, it can be natural or artificial  
Any habitable rooms (such as a bedroom, living room or study) must have access to natural light and artificial light.

### HEATING:

Phased approach to reforms – over a 3 year period

On and from 29 March 2021, a fixed heater in the main living area will be required for all rented premises including Class 1 properties (attached and detached houses) and Class 2 properties (multi-unit residential buildings)

If a fixed heater in the main living area has not been installed, an energy efficient heater (2 star minimum) must be installed

From 29 March 2023, an energy efficient fixed heater (minimum 2 star rated) in the main living area will be required for all rented premises

## Minimum Standards Compliance

Square Investments Real Estate confirms the rented premises has been visually inspected and we believe the property meets the minimum standards required.

## Complaints made

At the time of completing this report, no complaints have been made which require further action by our team.

## VCAT action

At the time of completing this report, no applications are required to be made to the Victorian Civil Administrative Tribunal which require action by our team.

## Modifications allowed by the renter without permission from landlord

Renters are allowed to make some changes to a property without their rental provider's permission.

A renter can install any of the following items without permission:

- non-permanent window film for insulation, reduced heat transfer or privacy
- a wireless doorbell
- curtains (but the renter must not throw out the original curtains)
- adhesive child safety locks on drawers and doors
- pressure mounted child safety gates
- a lock on a letterbox.

A renter can install any of the following items without permission, as long as the property is not listed in the Victorian Heritage Register:

- picture hooks or screws for wall mounts, shelves or brackets on all surfaces except exposed brick or concrete walls. Be aware of asbestos-containing materials and do not screw, hammer or drill into these - for more information, visit [Asbestos Victoria](#)
- wall anchors to secure items of furniture on all surfaces except exposed brick or concrete walls
- LED light bulbs which don't need new light fittings
- low flow shower heads (the renter must not throw out the original shower head)
- blind or cord anchors
- removable safety devices such as alarm systems or security cameras, as long as they:
  - do not impact the privacy of neighbours
  - can easily be removed from the property
  - are not hardwired to the property.
- hardware mounted child safety gates on walls other than exposed brick or concrete walls.

## Reasonable modifications allowed with permission from landlord

If the renter wants to make any other change, they must ask the rental provider’s permission. However, there are changes that the rental provider cannot refuse permission for unless they have a good reason:

- picture hooks or screws for wall mounts, shelves or brackets on exposed brick or concrete walls
- hardware mounted child safety gates on exposed brick or concrete walls
- wall anchors to secure items of furniture on exposed brick or concrete walls
- draughtproofing in a property without open flued gas heating.
- weather seals
- caulking or gap filling around windows, doors, skirting and floorboards
- a security system if an invoice with the name of the installer is provided to the rental provider at time the consent is requested.

The system must be installed by suitably qualified person and must not impact on the privacy of neighbours

- flyscreens on doors and windows
- a vegetable or herb garden
- a secure letterbox
- painting of the premises
- modifications to secure external gates
- any modification which contributes to the conservation of a registered place and is proposed to be undertaken in accordance with Part 5 of the Heritage Act 2017.

There are other changes that the rental provider cannot refuse permission for unless they have a good reason. These are changes that:

- don’t penetrate or permanently change surfaces, fixtures or the structure of the property
- are needed for health and safety
- are reasonable under the Equal Opportunity Act 2010 and where an occupational therapist or other prescribed practitioner has ----- said they are required – these are disability-related modifications
- give the renter access to phone, internet or television services
- are reasonable security measures
- are necessary to ensure the safety of a renter who has been or is being subjected to family violence by another party to the rental agreement.
- are needed to ensure the safety of a renter who is a protected person under a personal safety intervention order made against -
- another party to the rental agreement
- are needed to make sure the renter is not too hot or cold in the property
- are needed to reduce energy and water bills.

## Reasons a landlord can refuse changes

Examples of where it might be reasonable for the rental provider to refuse to allow the renter to make changes include:

- the property has heritage protections that would be affected by the changes
- the changes would mean the property didn’t comply with other legal requirements (such as putting security screens on the ----- windows of a downstairs apartment, if the evacuation rules say the windows must be able to open in an emergency)
- the changes would significantly change the property
- the change would require modifications to other premises or common areas
- the change would result in additional maintenance costs for the rental provider if the changes were not reversed when the renter leaves
- any action required to reverse the changes is not reasonably practicable
- the property is about to be sold or vacated and the renter has been given a valid notice to vacate.

## Inspection Findings

Entrance Hall	
Overall	<p>Front door, handles and lock working. Security door intact. No closer sighted.</p> <p>Walls and ceiling clean with no damage. Carpet at entry appears to be moth eaten in sections. Reported by renter. Sighted by agent.</p>



<b>Lounge room</b>	
Overall	<p>Carpet is aging but in good repair. New AC split system with remote installed. Wall furnace removed. Trade has painted wall to window.</p> <p>No damage sighted to wall or ceiling.</p> <p>Renter reported there has been in the last 4 weeks, small drops of water entering through the top of the corner lounge window frame. Paint chipping from weathering and age.</p> <p>Agent sighted top left hand corner of pelmet leaning down. Renter advised the snow globes are light and held on by velcro. Agent observed corner timber is pulling away from the wall. Agent sighted the pelmet is secure in other sections and it's only the left hand corner that is dropping down.</p> <p>Renter will remove contents on top of pelmet to prevent any further drooping. Renter stated she is still to lift the curtains up in the lounge</p>
<b>Kitchen/Meals</b>	
Overall	<p>All appliances working. No water leaks advised or sighted.</p> <p>No ceiling plaster damage caused by moisture from rangehood. New rangehood installed. Walls clean and free of oil, grease or damage.</p>
<b>Bedroom 1</b>	
Overall	<p>Walls, ceiling and floor in good repair. No issues reported by renter. Windows, sills and flyscreen in good repair.</p>
<b>Bedroom 2</b>	
Overall	<p>Walls, ceiling and floor in good repair. No issues reported by renter. Windows, sills and flyscreen in good repair.</p>
<b>Bedroom 3</b>	
Overall	<p>Walls, ceiling and floor in good repair. No issues reported by renter. Windows, sills and flyscreen in good repair.</p> <p>Renter advised she has been given new curtains to which she is still to hang. Concerned the corner of the window frame is going to catch the lace and create another hole.</p>
<b>Main Bathroom</b>	
Overall	<p>No leaks observed. No mould or condensation on walls or ceiling. Exhaust fan clean and working. Sink and taps intact. Not leaking. Bath and taps intact. Not leaking.</p> <p>Shower intact. Screens intact. Not damaged. Repair required urgently to prevent water leak. Grout is missing between tiles from the tap to the shower base and around the drain in the base.</p>

<b>Toilet</b>	
Overall	<p>Toilet flushes as required.                      Cistern secured to wall                      Seat secured to bowl.                      Bowl secured to ground.                      Exhaust fan working and clean.                      Walls, flooring and ceiling clean.</p>
<b>Laundry</b>	
Overall	<p>No leaks reported.                      No damage sighted.                      Doors, locks, security door and mesh working/intact.</p>
<b>General - Inside</b>	
Overall	<p>Hallway-                      Carpet is reasonably clean and intact. Renter advised pink stain in hallway was from her child vomiting. She cleaned what she could.</p> <p>Smoke alarm working. Tested by agent. Renter advised she came home about 4 weeks ago to a puddle of water under the smoke alarm and a drop of water hanging from the smoke alarm. No water stains sighted in the alarm. Suggest electrician attend to verify the smoke alarm is working if water has leaked through it.</p>
<b>General - Outside</b>	
Overall	<p>Front and back yards present well.                      Renter has and continues to do a great job maintaining hedges and gardens.</p> <p>All fences upright.                      All lawns mowed.                      Water system in working order as advised by renter.                      Back deck appears visually in good repair. No damage sighted.                      Washing line is not used. Instead a blue sheet is over the top preventing water from soaking the kids bikes.</p> <p>Guttering- evidence sighted of large weeds growing through gutters around the property. Large tree overhanging back corner near laundry - gutters clogged at the only down pipe on that side of the house.</p> <p>Window in lounge could be leaking due to blocked guttering along the deck. There are two down pipes along the back deck. Agent couldn't sight the gutters due to it being covered with laser light. Renter advised landlord stated they would come and clean the gutters but need a longer ladder.</p> <p>Shed - was open for agent to sight. Goods inside stacked neatly.</p> <p>Evaporative cooler - x3 sides appear on good repair. 4th side sighted with blocked or damaged vents? Not sure when serviced. Could be leaves or debris blocking 4th side?</p>
<b>Agent Comments</b>	
Overall	<p>This is the first inspection with new agent.                      The home was presented well.</p> <p>Renter advised a few Maintenance issues contained within the report.</p>

Maintenance Comments	
Overall	Recommend: 1) All gutters cleaned around the entire roof line 2) Have evap cooler serviced and grill plate checked 3) Have smoke alarm in hallway checked to ensure working operation

Prepared by **Jason Crofts-Smith**  
 Report completed on **Thursday 20/04/2023**

**DISCLAIMER:**

*This tenancy inspection report is a visual one carried out by us to assess the manner in which the renter is maintaining your property. As your property manager, our role is to manage the tenancy; we are not qualified to assess the structural aspects of areas including but not limited to staircases, decking and balconies or to ensure that plumbing, electrical or gas fixtures or fittings, glass windows, doors and balustrades, smoke alarms, asbestos, swimming pool safety barriers (and associated fittings) comply and operate in accordance with applicable building/council codes and/or laws and regulations. The inspection does not include the moving of furniture, lifting of floor coverings, inspecting the interiors of roof spaces, under flooring, inside of cupboards, renters goods or other belongings. It is recommended that all rental providers have regular inspections carried out by suitably qualified, licensed and insured contractors and experts in the appropriate areas when necessary. It is also recommended that all rental providers hold adequate insurance, including rental providers insurance. To comply with legislation we also recommend rental providers outsource the management of smoke alarms to reduce the risk and liability in case of a house fire.*