

Rental Property Maintenance Check

Property Address: _____

Review Date: _____

Done	Item to check	Timing	Date Due	Notes
☐	Heat pump cleaned and serviced	Annually		
☐	Gutters cleared	6 monthly		
☐	Roof checked for damage, leaks or loose materials	Annually		
☐	Exterior cladding and paint checked	Annually		
☐	Decks, steps and handrails checked for safety	Annually		
☐	Fences and gates checked	Annually		
☐	Driveways, paths and drainage checked	Annually		
☐	Windows, latches and locks checked	Annually		
☐	Doors and door hardware checked	Annually		
☐	Taps, toilets and plumbing checked for leaks	Annually		
☐	Hot water cylinder checked	Annually		
☐	Smoke alarms tested	Annually		
☐	Extractor fans cleaned and working	Annually		
☐	Bathroom sealant and grout checked	Annually		
☐	Kitchen cupboards and benches checked; appliances tested and serviced	Annually		
☐	Flooring and carpets checked for wear or damage	Annually		
☐	Interior walls, ceilings stains, cracks or moisture	Annually		
☐	Signs of mould, dampness condensation	6 monthly		
☐	Insulation and ventilation reviewed	Annually		
☐	Trees, gardens and outdoor areas checked	2x year		
☐	Healthy Homes requirements reviewed	Annually		

Note: This checklist is provided as a general guide only. Maintenance requirements may vary depending on your property and circumstances.