

DEFECT LIST / OCCUPATION / EXIT / INTERIM INSPECTIONS

Date: _____

Lessee: _____

Property Address: _____

Area	Detail	Yes	No	Comment
Motor Gate	Locks & keys			
	Remote			
	Intercom			
Entrance Hall	Door			
	Security Gate			
	Locks & keys			
	Walls			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			
	Light Fittings			
	Light switch			
Lounge				
	Doors			
	Locks & keys			
	Walls			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			

Area	Detail	Yes	No	Comment
Lounge (cont)	Light fittings			
	Light switch			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			
	<u>Curtain rails:</u>			
	Hooks			
	Stoppers			
	Other fittings			
Dining Room	Doors			

	Locks & keys			
	Walls			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			
	Light fittings			
	Light switch			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			
	<u>Curtain rails:</u>			
	Hooks			
	Stoppers			
	Other fittings			
Family Room	Doors			
	Locks & keys			
	Walls			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			
	Light fittings			
	Light switch			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			
	<u>Curtain rails:</u>			
	Hooks			
	Stoppers			
	Other fittings			
Area	Detail	Yes	No	Comment
Passage / Stairs	Security gate			
	Lock & key			
	Walls			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			
	Light fittings			
	Light switch			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			

	<u>Curtain rails:</u> Hooks Stoppers Other fittings			
Kitchen & Scullery	Doors			
	Security Gate			
	Locks & keys			
	Walls: Tiles			
	Paint			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			
	Light fittings			
	Light switch			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			
	<u>Curtain rails:</u> Hooks Stoppers Other fittings			
	Cupboard doors			
	Cupboard keys			
	Cupboard knobs			
	Tops of units			
	Stove			
	Extractor fan			
	Oven			
	Oven Utensils			
	Sink & trap			
Area	Detail	Yes	No	Comment
Kitchen & Scullery (cont)	Washing machine outlet			
	Leaking taps			
	Other fittings			
Pantry	Doors			
	Locks & keys			
	Walls			
	Ceiling			
	Floor			
	Light fitting			
	Light switch			
	Shelves			
	Other			

Main Bedroom	Doors			
	Locks & keys			
	Walls			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			
	Light fittings			
	Light switch			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			
	<u>Curtain rails:</u>			
	Hooks			
	Stoppers			
	Other fittings			
	Shelves			
	Cupboard doors			
	Cupboard keys			
	Cupboard knobs			
	Other fittings			
Bedroom 2	Doors			
	Locks & keys			
	Walls			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			
	Light fittings			
	Light switch			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			
	<u>Curtain rails:</u>			
	Hooks			
	Stoppers			
	Other fittings			
	Shelves			
	Cupboard doors			
	Cupboard keys			
	Cupboard knobs			
	Other fittings			
Bedroom 3	Doors			

	Locks & keys			
	Walls			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			
	Light fittings			
	Light switch			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			
	<u>Curtain rails:</u>			
	Hooks			
	Stoppers			
	Other fittings			
	Shelves			
	Cupboard doors			
	Cupboard keys			
	Cupboard knobs			
	Other fittings			
Bedroom 4	Doors			
	Locks & keys			
	Walls			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			
	Light fittings			
	Light switch			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			
	<u>Curtain rails:</u>			
	Hooks			
	Stoppers			
	Other fittings			
	Shelves			
	Cupboard doors			
	Cupboard keys			
	Cupboard knobs			
	Other fittings			
Bedroom 5	Doors			
	Locks & keys			
	Walls			
	Ceiling			

	Floors: Carpets			
	Tiles			
	Wood			
	Light fittings			
	Light switch			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			
	<u>Curtain rails:</u>			
	Hooks			
	Stoppers			
	Other fittings			
	Shelves			
	Cupboard doors			
	Cupboard keys			
	Cupboard knobs			
	Other fittings			
Study	Doors			
	Locks & keys			
	Walls			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			
	Light fittings			
	Light switch			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			
	<u>Curtain rails:</u>			
	Hooks			
	Stoppers			
	Other fittings			
	Shelves			
	Cupboard doors			
	Cupboard keys			
	Cupboard knobs			
	Other fittings			
Staff Quarters	Doors			
	Locks & keys			
	Walls			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			

	Light fittings			
	Light switch			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			
	Curtain rails: Hooks Stoppers Other fittings			
	Shelves			
	Cupboard doors			
	Cupboard keys			
	Cupboard knobs			
	Other fittings			
Bar	Walls			
	Ceiling			
	Floors: Carpets			
	Tiles			
	Wood			
	Light fittings			
	Light switch			
	Wall plugs			
	Shelves			
BATHROOMS	MES	2 nd	3 rd	Guest
Door				
Lock & keys				
Walls: Tiles				
Paint				
Ceiling				
Floors: Carpets				
Tiles				
Wood				
Light fittings				
Light switch				
Window panes				
Window catches				
Window stays				
Blinds				
Curtain rails: Hooks Stoppers Other fittings				
Toilet seat				
Toilet bowl				
Toilet cistern				
Toilet roll holder				

Leaking toilet				
Towel rails				
Mirrors				
Bath				
Shower				
Wash Basin				
Leaking taps				
Cupboard doors				
Other fittings				
BATHROOMS	4 th	Staff Quarters	Other	
Door				
Lock & keys				
Walls: Tiles				
Paint				
Ceiling				
Floors: Carpets				
Tiles				
Wood				
Light fittings				
Light switch				
Window panes				
Window catches				
Window stays				
Blinds				
<u>Curtain rails:</u>				
Hooks				
Stoppers				
Other fittings				
Toilet seat				
Toilet bowl				
Toilet cistern				
Toilet roll holder				
Leaking toilet				
Towel rails				
Mirrors				
Bath				
Shower				
Wash Basin				
Leaking taps				
Cupboard doors				
Other fittings				

Area	Detail	Yes	No	Comment
Garages	Doors			
	Motorized			
	Manual			
	Locks & keys			
	Remotes			
	Walls			
	Ceiling			
	Floors			
	Light fittings			
	Light switches			
	Wall plugs			
	Window panes			
	Window catches			
	Window stays			
	<u>Curtain rails:</u> Hooks Stoppers Other fittings			
POOL	Motor			
	Pomp			
	Filter			
	Kreepy			
	Baracuda			
	Safety Net			
	Safety Cover			
	Solar Heating			
	Hand Brush			
	Hand Broom			
	Hand Net			
	Hand Vacuum			
	Other			
PATIO / BALCONY	Doors			
	Security gate			
	Locks & keys			
	Walls			
	Ceiling			
	Floor			
	Light fittings			
	Light switches			
	Wall plugs			
	BBQ			
GARDEN	Refuse bin/s			
	Irrigation:			
	Computerised			

	Manual			
	Water feauture/s			
	Fish pond			
	Special plants / trees			
GENERAL	Condition of paving			Good / Average / Bad
OTHER				

CLEARLY SPECIFY ALL IMMEDIATE REPAIRS REQUIRED

LESSEE: _____ DATE: _____

AGENT: _____ DATE: _____