

Real Homes Realty

Routine Inspection Checklist NSW 2026

Free Printable Template for NSW Landlords and Property Managers

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NSW ROUTINE INSPECTION RULES — QUICK SUMMARY

Maximum frequency: 4 inspections per 12-month period

Minimum notice: 7 days written notice before each inspection

Permitted days: Monday to Saturday only

Permitted hours: 8:00am to 8:00pm

Not permitted: Sundays and public holidays (unless tenant agrees in writing)

Tenant right: To be present during any inspection

Status key used in this checklist: OK = Good condition | MON = Monitor | ACT = Action Required

How to Use This Checklist

Before the Inspection

- Send written notice to the tenant at least 7 days in advance
- Print this checklist — one copy per property, per inspection
- Bring a camera or smartphone for timestamped photographs

During the Inspection

- Work through each section in order — do not skip rooms
- Mark each item: OK (good) / MON (monitor) / ACT (action required)
- Photograph every item marked MON or ACT before leaving
- Note tenant comments if they are present

After the Inspection

- Complete the Maintenance Log and Inspection Summary before leaving
- Send a copy of this completed report to the tenant within 48 hours
- File the completed checklist with all timestamped photographs
- Action all maintenance items within 14 business days (urgent repairs immediately)

PART 1 — EXTERIOR

1.1 Roof, Gutters and Structure

Item to Check	Status	Notes / Action Required
Roof tiles — no cracked, broken or missing tiles	OK / MON / ACT	
Gutters — clear of debris, no sagging or visible damage	OK / MON / ACT	
Downpipes — intact, no blockages or separation	OK / MON / ACT	
Fascia and eaves — no rot, damage or signs of pest activity	OK / MON / ACT	
External walls — no cracks, damage or deterioration	OK / MON / ACT	
External paintwork — no peeling, fading or damage	OK / MON / ACT	
Foundation — no visible cracking or subsidence	OK / MON / ACT	
Damp proof course — no evidence of rising damp	OK / MON / ACT	

1.2 Garden, Paths and Security

Item to Check	Status	Notes / Action Required
Driveway — no cracks, trip hazards or drainage issues	OK / MON / ACT	
Pathways and steps — safe, maintained, handrails secure	OK / MON / ACT	
Lawns — mowed and maintained to lease standard	OK / MON / ACT	
Garden beds — maintained, no overgrowth	OK / MON / ACT	
Trees — no overhanging branches near roof or power lines	OK / MON / ACT	
Drainage — no pooling water or evidence of flooding	OK / MON / ACT	
Fencing — intact, secure, no broken panels or posts	OK / MON / ACT	
Gates — latches functioning correctly, no damage	OK / MON / ACT	
Letterbox — intact and accessible	OK / MON / ACT	
Garage door — opens and closes correctly, secure	OK / MON / ACT	
No unauthorised structures — sheds, pergolas, outbuildings	OK / MON / ACT	

PART 2 — ENTRY AND COMMON AREAS

Item to Check	Status	Notes / Action Required
Front door — operation, locks, security in good order	OK / MON / ACT	
Security screen door — intact, latches working	OK / MON / ACT	
Flooring — condition, no staining or damage beyond normal wear	OK / MON / ACT	
Walls — no holes, excessive scuffs or damage	OK / MON / ACT	
Ceilings — no cracks, water marks or staining	OK / MON / ACT	
Light fittings — all working, correct globes	OK / MON / ACT	
Smoke alarms — present, functional, not covered or disabled	OK / MON / ACT	
Smoke alarm batteries — replaced within last 12 months	OK / MON / ACT	
Smoke alarms — within 10 years of manufacture date on label	OK / MON / ACT	
Windows — operation, latches working, no broken glass	OK / MON / ACT	
Flyscreens — intact, no tears or damage	OK / MON / ACT	
Curtains / blinds — present and in working condition	OK / MON / ACT	
Skirting boards — intact, no damage	OK / MON / ACT	

PART 3 — KITCHEN

Item to Check	Status	Notes / Action Required
Benchtops — no burns, chips, water damage or staining	OK / MON / ACT	
Splashback — intact, no cracking or mould	OK / MON / ACT	
Cupboard doors — hinges and handles intact, doors aligned	OK / MON / ACT	
Drawers — functioning correctly, no damage	OK / MON / ACT	
Oven — clean and functioning	OK / MON / ACT	
Stovetop / cooktop — all elements or burners working, clean	OK / MON / ACT	
Rangehood — functioning, filters not excessively dirty	OK / MON / ACT	
Dishwasher — functioning, no leaks (if included)	OK / MON / ACT	
Sink — no chips or damage, drain clear	OK / MON / ACT	
Taps — no drips or leaks	OK / MON / ACT	
Under-sink cabinet — no evidence of leaks or water damage	OK / MON / ACT	
Refrigerator — functioning (if included in lease)	OK / MON / ACT	
Exhaust fan — functioning	OK / MON / ACT	

Item to Check	Status	Notes / Action Required
Flooring — condition, no staining or damage	OK / MON / ACT	

PART 4 — LIVING AND DINING AREAS

Item to Check	Status	Notes / Action Required
Flooring — carpet, timber or tiles in acceptable condition	OK / MON / ACT	
Walls — no holes, damage or marks beyond fair wear and tear	OK / MON / ACT	
Ceilings — no cracks, water marks or damage	OK / MON / ACT	
Light fittings — all working	OK / MON / ACT	
Windows — operation, latches working, no broken glass	OK / MON / ACT	
Flyscreens — intact	OK / MON / ACT	
Curtains / blinds — present and in working condition	OK / MON / ACT	
Air conditioning — functioning (if included)	OK / MON / ACT	
Heating — functioning (if included)	OK / MON / ACT	
Power points — no visible damage	OK / MON / ACT	
Skirting boards — intact	OK / MON / ACT	

PART 5 — BEDROOMS

Bedroom 1

Item to Check	Status	Notes / Action Required
Flooring — condition, no staining beyond normal wear	OK / MON / ACT	
Walls — no holes, excessive marks or damage	OK / MON / ACT	
Ceiling — no water marks or damage	OK / MON / ACT	
Light fittings — all working	OK / MON / ACT	
Windows — operation, latches working, no broken glass	OK / MON / ACT	
Flyscreens — intact, no tears	OK / MON / ACT	
Curtains / blinds — present and in working condition	OK / MON / ACT	
Built-in wardrobe — doors, rails and shelving intact	OK / MON / ACT	
Air conditioning — functioning, if installed	OK / MON / ACT	
Power points — no visible damage	OK / MON / ACT	

Bedroom 2

Item to Check	Status	Notes / Action Required
Flooring — condition, no staining beyond normal wear	OK / MON / ACT	
Walls — no holes, excessive marks or damage	OK / MON / ACT	
Ceiling — no water marks or damage	OK / MON / ACT	
Light fittings — all working	OK / MON / ACT	
Windows — operation, latches working, no broken glass	OK / MON / ACT	
Flyscreens — intact, no tears	OK / MON / ACT	
Curtains / blinds — present and in working condition	OK / MON / ACT	
Built-in wardrobe — doors, rails and shelving intact	OK / MON / ACT	
Air conditioning — functioning, if installed	OK / MON / ACT	
Power points — no visible damage	OK / MON / ACT	

Bedroom 3

Item to Check	Status	Notes / Action Required
Flooring — condition, no staining beyond normal wear	OK / MON / ACT	
Walls — no holes, excessive marks or damage	OK / MON / ACT	
Ceiling — no water marks or damage	OK / MON / ACT	
Light fittings — all working	OK / MON / ACT	
Windows — operation, latches working, no broken glass	OK / MON / ACT	
Flyscreens — intact, no tears	OK / MON / ACT	
Curtains / blinds — present and in working condition	OK / MON / ACT	
Built-in wardrobe — doors, rails and shelving intact	OK / MON / ACT	
Air conditioning — functioning, if installed	OK / MON / ACT	
Power points — no visible damage	OK / MON / ACT	

PART 6 — BATHROOMS

Bathroom 1

Item to Check	Status	Notes / Action Required
Shower screen — intact, no leaks, drain clear	OK / MON / ACT	
Bath — no chips or damage, drain clear (if applicable)	OK / MON / ACT	
Toilet — flushing correctly, no leaks at base or cistern	OK / MON / ACT	
Vanity — no damage, doors and drawers functioning	OK / MON / ACT	
Basin — no chips, drain clear, taps not dripping	OK / MON / ACT	
Taps — no drips or leaks at any fixture	OK / MON / ACT	
Mirror — intact, no cracks or damage	OK / MON / ACT	
Towel rails — secure and intact	OK / MON / ACT	
Exhaust fan — functioning	OK / MON / ACT	
Grouting — condition, no excessive mould	OK / MON / ACT	
Silicone seals — intact, no mould or deterioration	OK / MON / ACT	
Tiles — no cracked or broken tiles	OK / MON / ACT	
Under-vanity — no evidence of leaks or water damage	OK / MON / ACT	
Flooring — condition, no lifting or water damage	OK / MON / ACT	
Walls — no water damage or mould beyond normal	OK / MON / ACT	

Bathroom 2

Item to Check	Status	Notes / Action Required
Shower screen — intact, no leaks, drain clear	OK / MON / ACT	
Bath — no chips or damage, drain clear (if applicable)	OK / MON / ACT	
Toilet — flushing correctly, no leaks at base or cistern	OK / MON / ACT	
Vanity — no damage, doors and drawers functioning	OK / MON / ACT	
Basin — no chips, drain clear, taps not dripping	OK / MON / ACT	
Taps — no drips or leaks at any fixture	OK / MON / ACT	
Mirror — intact, no cracks or damage	OK / MON / ACT	
Towel rails — secure and intact	OK / MON / ACT	
Exhaust fan — functioning	OK / MON / ACT	
Grouting — condition, no excessive mould	OK / MON / ACT	
Silicone seals — intact, no mould or deterioration	OK / MON / ACT	
Tiles — no cracked or broken tiles	OK / MON / ACT	
Under-vanity — no evidence of leaks or water damage	OK / MON / ACT	
Flooring — condition, no lifting or water damage	OK / MON / ACT	
Walls — no water damage or mould beyond normal	OK / MON / ACT	

PART 7 — LAUNDRY

Item to Check	Status	Notes / Action Required
Washing machine taps — no leaks	OK / MON / ACT	
Washing machine hose connections — intact, no drips	OK / MON / ACT	
Dryer — functioning (if included in lease)	OK / MON / ACT	
Trough / sink — no damage, drain clear	OK / MON / ACT	
Exhaust fan — functioning	OK / MON / ACT	
Flooring — no water damage or deterioration	OK / MON / ACT	
Walls — no mould or water damage	OK / MON / ACT	

PART 8 — COMPLIANCE AND SAFETY

These items are required under the Residential Tenancies Act 2010 (NSW).
Non-compliance can result in Fair Trading complaints, NCAT orders and financial penalties.

Item to Check	Status	Notes / Action Required
Smoke alarms — all present, functional and not obstructed	OK / MON / ACT	
Smoke alarm batteries — replaced within last 12 months	OK / MON / ACT	
Smoke alarms — within 10 years of manufacture date	OK / MON / ACT	
All rooms — functional lighting providing sufficient brightness	OK / MON / ACT	
All rooms — adequate ventilation	OK / MON / ACT	
No signs of mould or moisture build-up	OK / MON / ACT	
Locks — sufficient working locks on all doors and windows	OK / MON / ACT	
No pest or vermin activity evident	OK / MON / ACT	
Property clean and habitable throughout	OK / MON / ACT	
Toilets — dual flush with minimum 3-star WELS rating (required from March 2025)	OK / MON / ACT	

PART 9 — LEASE COMPLIANCE

Item to Check	Status	Notes / Action Required
No unauthorised occupants evident	OK / MON / ACT	
No unapproved pets present	OK / MON / ACT	
No evidence of subletting	OK / MON / ACT	
No modifications made without written consent from landlord	OK / MON / ACT	
No evidence of smoking (if non-smoking property)	OK / MON / ACT	
No evidence of illegal activity	OK / MON / ACT	
All lease inclusions present and accounted for	OK / MON / ACT	

PART 10 — MAINTENANCE LOG

URGENCY KEY: URGENT = action within 24 hours (burst pipes, gas leaks, dangerous electrical, no hot water, broken locks)

NON-URGENT = action within 14 business days

Area	Issue Description	Urgency	Action Required	Target Date

PART 11 — INSPECTION SUMMARY

Property Address	
Inspection Date	
Inspection Time (Start / End)	
Inspector Name	
Tenant Present?	Yes / No
Tenant Comments	
Number of Photos Taken	
Overall Property Condition	Excellent / Good / Fair / Poor
Maintenance Items Found	Yes / No (see Part 10)
Follow-Up Inspection Required?	Yes / No
Follow-Up Date	
Report Sent to Tenant?	Yes / No / Date sent:
Inspector Signature	

NSW Routine Inspection Rules — Full Reference

Maximum frequency	4 times per 12-month period
Minimum notice	7 days written notice before each inspection
Notice must include	Reason for entry, date, time, and who is attending
Permitted days	Monday to Saturday only
Permitted hours	8:00am to 8:00pm
Sundays and public holidays	Not permitted unless tenant explicitly agrees in writing
Tenant right	To be present during any inspection
Tenant right	To request a different time if the proposed time is genuinely inconvenient
Tenant right	Cannot be required to leave during inspection
Landlord obligation	Keep a copy of every written notice given
If tenant refuses access	Apply to NCAT for an order permitting entry

Sample Written Inspection Notice

Copy and complete this notice. Send at least 7 days before the inspection by email, post, or hand delivery. Keep a copy.

Dear [Tenant Name],

This letter is written notice that a routine inspection of the property at [Full Property Address] will be conducted on [Day, Date] between [Start Time] and [End Time].

The inspection will be carried out by [Inspector Name / Agency Name]. You are welcome to be present. If this time is inconvenient, please contact us within [X] days to arrange a suitable alternative.

This inspection is conducted under Section 53 of the Residential Tenancies Act 2010 (NSW).

Yours sincerely, [Landlord / Agent Name] | [Agency] | [Phone] | [Date of Notice]

Fair Wear and Tear vs Damage — Reference Guide

You cannot make a bond claim for fair wear and tear. Only damage beyond normal everyday use is claimable.

Fair Wear and Tear — Not Claimable	Damage — Claimable Against Bond
Faded paintwork after several years	Large holes or gouges in walls
Worn carpet in high-traffic hallways	Burns, stains or tears in carpet
Minor scuffs on walls at furniture height	Broken windows, doors or fittings
Loose door handles from regular use	Unapproved painting or modifications
Small nail holes from hanging pictures	Excessive mould from tenant negligence

Fair Wear and Tear — Not Claimable	Damage — Claimable Against Bond
Worn grout after years of use	Cracked tiles from impact damage