

LANDLORD

Essentials checklist

Looking after a rental takes more than just physical maintenance. From upkeep to compliance, insurance and tenancy paperwork, there are important checks to stay on top of over time. Here's a list of essentials to help you stay organised, with a clear view of what needs attention and when. Plus, of course, our expert Property Management team is here to help at any time.

TASK	HOW OFTEN (FREQUENCY)
1. Property maintenance	
Exterior painting	8-10 years
Interior painting	4-5 years
Exterior house clean (chemical wash)	Annually
Gutter and downpipe clean	Annually
Roof check (damage, moss, wear)	2-3 years
Paths, decks, driveways cleaned	Annually
Tree pruning and garden control	Annually
Fence maintenance	3-4 years
Replace curtains	6-10 years
Replace net curtains	2-5 years
Replace blinds	6-10 years
Replace carpet/vinyl	6-15 years
Upgrade appliances	8-10 years
Chimney/flue clean (pre-winter)	Annually
Gas stove/fireplace inspections	1-2 years
Pool maintenance (if applicable)	Annually
2. Compliance and safety checks	
Check smoke alarms are in place and in working order	Annually + start of tenancy
Heat pump/air con service	Annually
Plumbing and electrical checks	1-2 years
Healthy Homes compliance check	Ongoing
Check outdoor lighting, steps and trip hazards	Annually
3. Insurance and financial checks	
Insurance policy and cover review	Annually
Confirm sum insured reflects rebuild costs	Annually
Rates and water charges check	Annually
Rent review	Annually
Long-term maintenance planning and budgeting	Annually
Mortgage review	Annually
4. Tenancy management and records	
Routine property inspections	Every 3-4 months or as required by the insurer
Maintenance issues and repairs	As needed
Tenancy agreement and paperwork	Each tenancy
Bond lodged with Tenancy Services	Each tenancy
Record keeping of inspections and maintenance	Ongoing
Update tenant contact and emergency details	Annually
5. Between tenancies	
Professional and/or spring clean	Each tenancy change (if required)
Carpet clean (if required based on condition after previous tenants vacate)	Each tenancy change
Test appliances	Each tenancy change
Check smoke alarms are in place and in working order	Each tenancy change
Healthy Homes compliance check	Each tenancy change
Check locks, keys and remotes	Each tenancy change
Touch-up paint and minor repairs	Each tenancy change