

WA Routine Rental Inspection Prep & Record Pack

Prepare sensibly. Record maintenance. Keep a clear inspection trail.

Use this printable pack before, during and after a routine inspection of a WA rental. It helps you prepare the home, identify maintenance, record what was discussed and keep useful evidence together.

This is a personal preparation and record-keeping tool. It does not replace your tenancy agreement, Form 19 - Notice of Proposed Entry to Premises, the Property Condition Report or legal advice.

1. INSPECTION DETAILS

Rental property address

Tenant name(s)

Landlord / property manager

Notice received - date / method

Proposed inspection - date / time

Agreed inspection time

Tenant attending? ☐ Yes ☐ No

Previous routine inspection (if known)

2. QUICK WA RIGHTS CHECK

☐ **Frequency:** no more than four routine inspections in any 12-month period.

☐ **Notice:** written notice for a routine inspection is generally given no less than 7 days and no more than 14 days before entry.

☐ **Timing:** routine entry must be at a reasonable time. WA guidance describes 8am-6pm on weekdays or 9am-5pm on Saturdays, unless another time is agreed.

☐ **Negotiation:** before issuing the notice, the landlord or agent should make a reasonable attempt to negotiate a day and time that does not unduly inconvenience the tenant.

☐ **Presence:** you can be at home during the inspection.

☐ **Purpose:** routine inspections identify maintenance and check that the home is being looked after. You do not have to present it as though you were moving out.

24-hour preparation checklist

Aim for reasonably clean, safe and accessible - not showroom-perfect.

Use the inspection as a chance to identify maintenance before small problems become larger ones.

PREPARATION CHECKLIST

- ☐ Remove obvious rubbish and clear normal access through rooms.
- ☐ Do normal dishes / kitchen wipe-down and remove food waste.
- ☐ Clean obvious bathroom grime and make sure wet areas are ventilated.
- ☐ Vacuum or sweep high-traffic areas as needed.
- ☐ Tidy pet waste, litter areas and obvious pet-related mess.
- ☐ Make smoke alarms, meter boxes and maintenance areas accessible where relevant and safe to do so.
- ☐ Walk through the home and note leaks, damp, mould, cracks, loose fittings, faulty locks, electrical issues or appliance faults.
- ☐ Check outside areas you are responsible for: lawns, garden, rubbish and obvious hazards.
- ☐ Photograph any issue you intend to raise, especially if it may worsen or has already been reported.
- ☐ Gather earlier repair emails or messages for unresolved items.
- ☐ Decide whether you want to attend and keep the appointment details handy.

BEFORE-INSPECTION EVIDENCE NOTES

For maintenance or a condition issue you may later need to explain, take an overview and a close-up. Keep original files with their date information. Use clear filenames such as **2026-09-18_bathroom_ceiling_mould_01.jpg**.

Photo / file IDs

Earlier repair request references

Other notes

Room-by-room maintenance scan

A quick pre-inspection scan to help you raise maintenance clearly and keep a dated record.

This is **not** a second Property Condition Report. Record current maintenance concerns and link them to photos or earlier repair requests where useful.

Area	What to look for	Issue / evidence ID
Kitchen	Leaks under sink; taps; cooktop/oven faults; exhaust; cupboard hinges; water damage; pests.	
Bathroom / toilet	Leaks; slow drains; mould/damp; exhaust fan; cracked seals; loose fittings; toilet faults.	
Living / bedrooms	Ceiling stains; wall cracks; windows/locks; blinds; flooring; heating/cooling; power points.	
Laundry	Taps/hoses; drainage; damp; exhaust; trough; cabinetry.	
Outside	Gates/fences; paving hazards; irrigation; trees/branches; exterior leaks; visible gutter issues.	
Safety / security	Door/window locks; smoke alarm concerns; exposed wiring; trip hazards; broken glass.	

MAINTENANCE ISSUES TO RAISE

ID	Location / problem	First noticed	Previously reported?	Photo / file
M01			☐ Y ☐ N	
M02			☐ Y ☐ N	

M03			☐ Y ☐ N	
M04			☐ Y ☐ N	
M05			☐ Y ☐ N	
M06			☐ Y ☐ N	

Inspection-day record

Keep factual notes and separate observations from assumptions.

Record who attended, the actual time of entry and exit, maintenance raised and any follow-up discussed. A discussion is not automatically an agreement.

Who attended

Actual entry / exit time

Entry: _____ Exit: _____

Maintenance raised by tenant

Issues raised by landlord / agent

Photos taken by landlord / agent (if known)

Agreed actions / follow-up

Anything disputed or needing clarification

QUICK INSPECTION NOTES

Room / item

Observation / discussion

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Post-inspection follow-up tracker

Confirm important maintenance or disputed points in writing and keep a clean timeline.

Date	Action / message	Who	Response / next step

SIMPLE FOLLOW-UP MESSAGE BUILDER

Use these prompts to prepare a short factual email or message after the inspection.

Inspection date

Thank / acknowledgement

Maintenance item(s) discussed

Evidence attached

Action agreed or requested

Expected next update / date

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Inspection evidence file

Keep the records that matter together so you can find them later.

DOCUMENT CHECKLIST

- ☐ The Form 19 or other written inspection notice.
- ☐ Your tenancy agreement.
- ☐ Relevant Property Condition Report pages.
- ☐ Before-inspection photos for maintenance or disputed condition issues.
- ☐ Earlier repair requests and responses.
- ☐ Your inspection-day notes.
- ☐ Post-inspection follow-up correspondence.

EVIDENCE INDEX

Give useful files a simple ID so you can refer to them consistently in correspondence.

ID	Date / file or document	What it supports
E01		
E02		
E03		
E04		
E05		
E06		
E07		
E08		

Good record-keeping is boring until you need it. Keep originals, preserve full message context and avoid editing the only copy of a photo.

WA inspection reference & final check

Use the dates and details on your actual notice. Check current official guidance if anything is unclear.

FINAL CHECK

- ☐ Inspection notice saved.
- ☐ Inspection date and time recorded.
- ☐ Maintenance concerns photographed and listed.
- ☐ Earlier repair requests gathered where relevant.
- ☐ Inspection-day notes completed.
- ☐ Important follow-up sent in writing.
- ☐ Evidence folder backed up.

WA REFERENCE POINT

Routine inspections: WA Consumer Protection guidance states that standard residential routine inspections are limited to four in any 12-month period and generally require 7-14 days' written notice. Tenants can be present. Landlords or agents should make a reasonable attempt to negotiate a day and time that does not unduly inconvenience the tenant.

OFFICIAL SOURCES

Consumer Protection WA - Renting a home
Consumer Protection WA - Entry rights and routine inspections
Form 19 - Notice of Proposed Entry to Premises

Important: This pack is a practical personal record only. It is not legal advice and does not determine whether an entry, maintenance issue or tenancy claim is lawful. Rules can change. Check current Consumer Protection WA guidance before acting.

Need help? Consumer Protection: 1300 30 40 54.