Rental Property Inspection Checklist

New Zealand · Move-in · Routine · Move-out

Property address _____

Landlord / property manager _____

Tenant(s) _____

Inspection date & time _____

Inspection type ☐ Move-in (start) ☐ Routine ☐ Move-out (end)

How to use this checklist

- Go room by room. Tick Clean, Undamaged and Working, or leave blank and write what's wrong in Notes.
- Be specific: "10 cm scratch on bench left of sink" beats "some marks".
- Take dated photos and write the photo number next to each problem.
- Print a fresh copy for each inspection, or use a different pen colour at move-out.
- Both sign the last page and keep a copy each. Tenancy Services says a tenant can't be blamed for damage recorded at the start of the tenancy.
- Damage found later? Tell the other person as soon as possible and ask for it to be added.

Routine inspection rules (Residential Tenancies Act)

- At least 48 hours' notice, and not more than 14 days in advance
- Between 8am and 7pm
- No more than once every 4 weeks
- The tenant doesn't have to be there, but should be asked
- Boarding houses: 24 hours' notice, 8am–6pm

Room-by-room condition

Address: _____ Date: _____ ☐ Move-in ☐ Routine ☐ Move-out

Entry & hallway

ITEM	CLEAN	UNDAMAGED	WORKING	NOTES & PHOTO NO.
Front door, lock & handle	☐	☐	☐	
Walls & skirting	☐	☐	☐	
Ceiling	☐	☐	☐	
Floor / carpet	☐	☐	☐	
Lights & switches	☐	☐	☐	
Power points	☐	☐	☐	
Windows & catches	☐	☐	☐	
Cupboards / storage	☐	☐	☐	

Lounge / living room

ITEM	CLEAN	UNDAMAGED	WORKING	NOTES & PHOTO NO.
Walls & skirting	☐	☐	☐	
Ceiling	☐	☐	☐	
Floor / carpet	☐	☐	☐	
Windows & catches	☐	☐	☐	
Curtains / blinds	☐	☐	☐	
Lights & switches	☐	☐	☐	
Power points	☐	☐	☐	
Heater / heat pump	☐	☐	☐	
Doors & handles	☐	☐	☐	

Room-by-room condition

Address: _____ Date: _____ ☐ Move-in ☐ Routine ☐ Move-out

Kitchen & dining

ITEM	CLEAN	UNDAMAGED	WORKING	NOTES & PHOTO NO.
Walls & splashback	☐	☐	☐	
Ceiling	☐	☐	☐	
Floor	☐	☐	☐	
Benchtops	☐	☐	☐	
Cupboards & drawers	☐	☐	☐	
Sink, taps & drain	☐	☐	☐	
Oven	☐	☐	☐	
Hob / cooktop	☐	☐	☐	
Rangehood / extractor fan	☐	☐	☐	
Dishwasher (if provided)	☐	☐	☐	
Fridge (if provided)	☐	☐	☐	
Lights & power points	☐	☐	☐	
Windows & curtains / blinds	☐	☐	☐	

Bedroom 1

ITEM	CLEAN	UNDAMAGED	WORKING	NOTES & PHOTO NO.
Walls & skirting	☐	☐	☐	
Ceiling	☐	☐	☐	
Floor / carpet	☐	☐	☐	
Windows & catches	☐	☐	☐	
Curtains / blinds	☐	☐	☐	
Wardrobe & doors	☐	☐	☐	
Lights & power points	☐	☐	☐	
Smoke alarm (in or near room)	☐	☐	☐	

Room-by-room condition

Address: _____ Date: _____ ☐ Move-in ☐ Routine ☐ Move-out

Bedroom 2

ITEM	CLEAN	UNDAMAGED	WORKING	NOTES & PHOTO NO.
Walls & skirting	☐	☐	☐	
Ceiling	☐	☐	☐	
Floor / carpet	☐	☐	☐	
Windows & catches	☐	☐	☐	
Curtains / blinds	☐	☐	☐	
Wardrobe & doors	☐	☐	☐	
Lights & power points	☐	☐	☐	
Smoke alarm (in or near room)	☐	☐	☐	

Bedroom 3

ITEM	CLEAN	UNDAMAGED	WORKING	NOTES & PHOTO NO.
Walls & skirting	☐	☐	☐	
Ceiling	☐	☐	☐	
Floor / carpet	☐	☐	☐	
Windows & catches	☐	☐	☐	
Curtains / blinds	☐	☐	☐	
Wardrobe & doors	☐	☐	☐	
Lights & power points	☐	☐	☐	
Smoke alarm (in or near room)	☐	☐	☐	

Room-by-room condition

Address: _____ Date: _____ ☐ Move-in ☐ Routine ☐ Move-out

Bathroom

ITEM	CLEAN	UNDAMAGED	WORKING	NOTES & PHOTO NO.
Walls & tiles	☐	☐	☐	
Ceiling (check for mould)	☐	☐	☐	
Floor	☐	☐	☐	
Shower / bath & screen	☐	☐	☐	
Taps & drainage	☐	☐	☐	
Vanity, basin & mirror	☐	☐	☐	
Toilet & seat	☐	☐	☐	
Extractor fan	☐	☐	☐	
Towel rail & fittings	☐	☐	☐	
Window & curtains / blinds	☐	☐	☐	

Separate toilet

ITEM	CLEAN	UNDAMAGED	WORKING	NOTES & PHOTO NO.
Walls & ceiling	☐	☐	☐	
Floor	☐	☐	☐	
Toilet & seat	☐	☐	☐	
Basin & taps	☐	☐	☐	
Ventilation / window	☐	☐	☐	

Laundry

ITEM	CLEAN	UNDAMAGED	WORKING	NOTES & PHOTO NO.
Walls & ceiling	☐	☐	☐	
Floor	☐	☐	☐	
Tub & taps	☐	☐	☐	
Washing machine connections	☐	☐	☐	
Dryer & venting (if provided)	☐	☐	☐	
Extractor fan / window	☐	☐	☐	

Room-by-room condition

Address: _____ Date: _____ ☐ Move-in ☐ Routine ☐ Move-out

Outside & garage

ITEM	CLEAN	UNDAMAGED	WORKING	NOTES & PHOTO NO.
Lawns & gardens	☐	☐	☐	
Fences & gates	☐	☐	☐	
Paths & driveway	☐	☐	☐	
Deck / patio	☐	☐	☐	
Exterior walls & windows	☐	☐	☐	
Garage / carport & door	☐	☐	☐	
Clothesline	☐	☐	☐	
Letterbox	☐	☐	☐	
Rubbish & recycling bins	☐	☐	☐	

Safety & healthy homes

ITEM	CLEAN	UNDAMAGED	WORKING	NOTES & PHOTO NO.
Smoke alarms work (test each one)	☐	☐	☐	
Fixed heater in main living room	☐	☐	☐	
Kitchen & bathroom extractor fans	☐	☐	☐	
Window security stays / latches	☐	☐	☐	
Blind & curtain cords out of reach	☐	☐	☐	
No obvious draughts (doors, windows, fireplace)	☐	☐	☐	
No visible mould or damp	☐	☐	☐	
Gutters & downpipes (visible damage)	☐	☐	☐	

Room-by-room condition

Address: _____ Date: _____ ☐ Move-in ☐ Routine ☐ Move-out

Keys, meters & chattels

ITEM	START	END
Front door keys (number)		
Back / other door keys		
Window keys		
Garage remote / key		
Letterbox key		
Water meter reading		
Power meter reading (optional)		
Chattels list attached?		

Photo log

Address: _____ Date: _____ ☐ Move-in ☐ Routine ☐ Move-out

PHOTO NO.	ROOM	WHAT IT SHOWS	DATE / TIME

Tip: start each room with one wide photo, then close-ups of anything damaged. Keep the originals – they carry the date.

Before an inspection

Address: _____ Date: _____ ☐ Move-in ☐ Routine ☐ Move-out

Routine inspection: tenant prep

- ☐ Walk through each room and note repairs
- ☐ Tell the landlord about problems in writing first
- ☐ Clear access to rooms, meter & heat pump
- ☐ Wipe away mould & condensation
- ☐ Clean the oven & rangehood filter
- ☐ Empty bins & tidy outside areas
- ☐ Check smoke alarms beep when tested
- ☐ Put away anything private you don't want seen

Move-out: before the final inspection

- ☐ All belongings & rubbish removed
- ☐ Benches, cupboards & drawers wiped
- ☐ Oven, hob & rangehood filter cleaned
- ☐ Fridge emptied & wiped (if provided)
- ☐ Shower, bath, toilet & basins cleaned
- ☐ Mould wiped from ceilings & windows
- ☐ Floors vacuumed & mopped
- ☐ Marks removed where possible
- ☐ Windows & sills wiped (inside)
- ☐ Lawns mown & gardens tidy (if your job)
- ☐ Minor changes reversed (unless agreed)
- ☐ Water meter read after cleaning
- ☐ All keys & remotes returned
- ☐ Forwarding address given

Good to know

The property needs to be "reasonably clean and tidy" when you leave. Professional carpet cleaning isn't always required.
Fair wear and tear isn't the tenant's cost. Careless damage is capped at 4 weeks' rent or the insurance excess, whichever is lower.

Sign-off

Address: _____ Date: _____ □ Move-in □ Routine □ Move-out

Only sign if you agree with what's recorded. If you don't agree with something, write it below and keep your own photos.

Items not agreed / comments

Landlord / property manager

Name _____ Signature _____ Date _____

Tenant

Name _____ Signature _____ Date _____

Tenant

Name _____ Signature _____ Date _____

Tenant

Name _____ Signature _____ Date _____

Official forms: Tenancy Services' property inspection report is part of its residential tenancy agreement template (tenancy.govt.nz). This checklist can be used alongside it.