

# Tip Sheet

## WHAT HAPPENS AT AN INSPECTION

Many people don't know what is expected of them in a routine property inspection. Here are few easy ways to prepare for your inspection

Homes North is allowed to inspect the premises up to four (4) times within a 12 month period. Homes North must give fourteen (14) days notice before an inspection is carried out.

It is an important part of your Residential Tenancy Agreement that you keep your property reasonably clean at all times. It is much easier to clean a little bit every day, rather than spend an entire evening exhausting yourself scrubbing the place from top to bottom.

### REGULAR HOUSEHOLD JOBS

We've compiled a list of routine household jobs that would be done on weekly or fortnightly basis:

- Vacuum and mop floors
- Clean windows, screens and doors
- Wipe off marks, finger prints, drawing and scuff marks from walls and ceilings. Remove any cobwebs
- Clean cupboards, shelves, doors, and drawers
- Tidy away or remove clutter
- Clean stovetop drip trays, knobs and rims

- Clean inside and outside of oven/stove
- Wipe down benchtops, tiles or splash back
- Remove mould and soap residue from tiles, grout, ceiling and walls
- Clean the shower and bath
- Clean around the vanity and basin
- Toilets should be clean inside and out
- Dust exhaust fans
- Clean mirrors with glass cleaner
- Pets and their environment should be kept clean and hygienic and restrain pets, if necessary during the inspection
- Remove any rubbish from around the property
- Mow lawns and whipper snip edges

We encourage tenants to report all maintenance to the Repairs & Maintenance line **1800 592 333** or after hours **1300 662 721**. You can let your client relations officer know about any ongoing maintenance problems you have so they can look into this for you.

### HOMES NORTH'S GUARANTEE TO YOU

Our staff will be respectful, non-judgemental and polite. They will not:

- Open any cupboard doors
- Move your furniture
- Touch your personal belongings

EMERGENCY  
AFTER HOURS  
REPAIRS NUMBER  
**1300 662 721**



**NEED TO CONTACT HOMES NORTH?**

Armidale  
(02) 6772 5133

Glen Innes  
(02) 6732 3652

Gunnedah  
(02) 6742 0363

Inverell  
(02) 6722 5137

Moree  
(02) 6752 4440

Tamworth  
(02) 6766 6897

Coledale  
(02) 6765 8879

[www.homesnorth.org](http://www.homesnorth.org)