


PRE INSPECTION CHECKLIST




To help ensure your report reflects the property at its best on the day of inspection, we strongly encourage vendors to carefully walk through the home before our inspector arrives.

Many items identified during an inspection relate to minor maintenance, presentation or repair issues that owners may prefer to address beforehand so they do not appear in the final report. **Building Inspectors must report what they see on the day, even if there are good intentions to rectify later.**

Once a report has been completed and distributed, any requested amendments following repairs or maintenance result in delays to your campaign. Updated versions of reports also need to be reissued to your selling agent and conveyancing solicitor, which can create unnecessary confusion in the marketplace and may result in additional conveyancing or administrative costs. ***For this reason, it is best to complete any intended repairs or maintenance prior to the inspection taking place.***

General Presentation	
Walk through every room slowly as though you are a buyer viewing the property for the first time	
Repair obvious minor defects where practical	
Remove excessive clutter from walls, floors, cupboards and storage areas	
Ensure all rooms, garages and subfloor areas are accessible	
Clean obvious mould or mildew where possible	

Doors, Windows & Locks	
Check all doors open and close smoothly	
Ensure locks and latches operate correctly	
Remove excessive clutter from walls, floors, cupboards and storage areas	
Repair sticking sliding doors or windows	
Replace cracked glass where possible	
Check flyscreens for damage	
Repair loose cupboard doors, handles or hinges	

Walls, Ceilings & Paintwork



Patch obvious dents, cracks or holes

Repaint noticeable patching or marked areas

Remove excessive clutter from walls, floors, cupboards and storage areas

Address obvious water stains or peeling paint

Re-fix loose cornices or trims if practical

Plumbing & Wet Areas



Fix leaking taps, shower heads and toilets

Check sinks and basins drain properly


Reseal deteriorated silicone in showers, baths and sinks


Ensure shower screens and fixtures are secure


Address obvious moisture issues or water damage


Ensure toilets and taps are in working order

Check tile grout

Flooring	
Repair loose or lifting flooring	
Secure loose tiles	
Address trip hazards where practical	

Exterior Areas	
Remove vegetation touching the house	
Clear gutters if accessible and safe to do so	
Repair loose fencing or gates	
Ensure paths and paving are safe and stable	
Remove stored items restricting inspection access	
Don't excessively water garden beds against the house as this may show and be reported as moisture in the subfloor	

Roof Space & Subfloor	
Ensure access hatches are clear and accessible	
Remove stored items blocking access	
Advise us beforehand if access is restricted	
Ideally remove stored goods from subfloor areas, particularly stored timbers	

Pest & Timber Issues	
Remove timber stored against and under the house	
Address obvious termite activity if already known	
Reduce excessive moisture around the property	
Trim garden back from walls and weeps holes	
Look for signs of timber rot in decks and pergolas and assess whether repairs are required	

Final Tip

If you are unsure whether something is likely to be noted in the report, there is a good chance it will be. A careful pre-inspection walkthrough can significantly improve the presentation of the final report and reduce the need for post release administration and delays. You may even wish to ask a friend or family member to walk through the property with “fresh eyes” before the inspection date.