Ingoing inspection

The condition of the property at the start of the tenancy. This is what an outgoing inspection will be compared against, so record every room and take photographs as you go.

Property address | Date | Carried out by

Tenant names | Time started | Time finished

Take photographs of each room as you go, and a close-up of anything you note. Photograph the property, not the people: avoid tenants, visitors and anything personal of theirs.

Entrance and hallway

☐ No issues ☐ Wear, no action needed ☐ Needs repair ☐ Urgent ☐ Photos taken

Lounge

☐ No issues ☐ Wear, no action needed ☐ Needs repair ☐ Urgent ☐ Photos taken

Kitchen

☐ No issues ☐ Wear, no action needed ☐ Needs repair ☐ Urgent ☐ Photos taken

Dining

☐ No issues ☐ Wear, no action needed ☐ Needs repair ☐ Urgent ☐ Photos taken

Bedroom 1

☐ No issues ☐ Wear, no action needed ☐ Needs repair ☐ Urgent ☐ Photos taken

Bedroom 2

☐ No issues ☐ Wear, no action needed ☐ Needs repair ☐ Urgent ☐ Photos taken

Bathroom

☐ No issues ☐ Wear, no action needed ☐ Needs repair ☐ Urgent ☐ Photos taken

Toilet

☐ No issues ☐ Wear, no action needed ☐ Needs repair ☐ Urgent ☐ Photos taken

Laundry

☐ No issues ☐ Wear, no action needed ☐ Needs repair ☐ Urgent ☐ Photos taken

Garage

☐ No issues ☐ Wear, no action needed ☐ Needs repair ☐ Urgent ☐ Photos taken

Exterior and grounds

☐ No issues ☐ Wear, no action needed ☐ Needs repair ☐ Urgent ☐ Photos taken

Water meter reading at the start

Keys, remotes and swipe cards handed over

Keys _____ Remotes _____ Swipe cards _____

Smoke alarms tested

☐ Yes ☐ No ☐ Not able to test

Anything else

Signed, landlord or agent _____ Signed, tenant (optional) _____

A free form from RentGuide, rentguide.co.nz. General information, not legal advice: it gives you somewhere to write down what you saw and does not tell you what any of it means. The signature lines are there because many landlords and tenants like to sign one, not because anything here says they must. For the rules on notice, timing and what an inspection may cover, see tenancy.govt.nz.