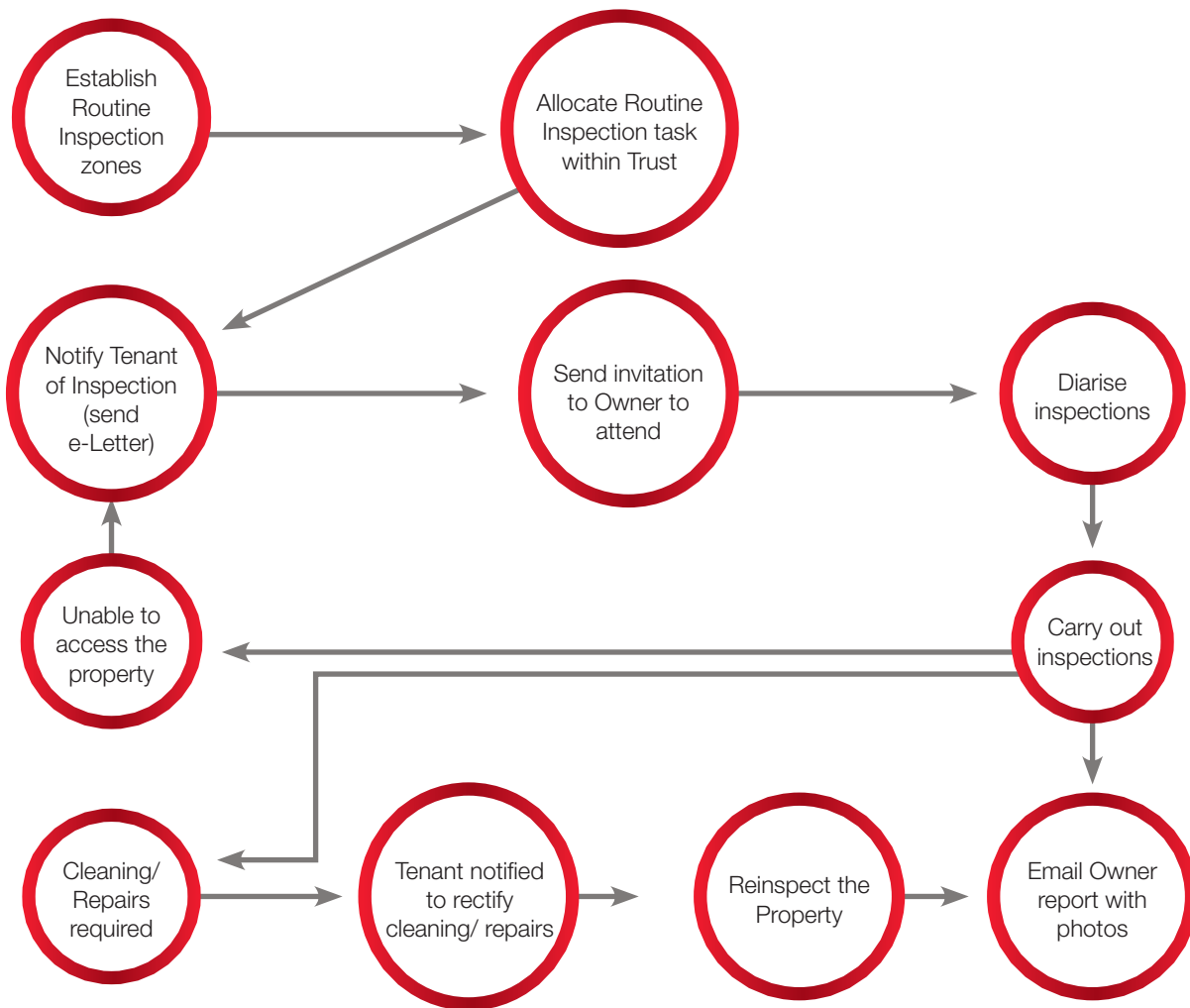


ROUTINE INSPECTION FLOWCHART



ROUTINE INSPECTIONS PROCEDURE

Carrying out regular routine inspections is vitally important in property management. There are four main reasons for carrying out a routine inspection:

- To ascertain if the property is being maintained by the Tenant in a clean and tidy condition
- To advise the Owner of any repairs and maintenance that may be necessary
- To suggest any current or future renovations or improvements that may be required
- And most importantly, to ensure that the property is secure and safe for the Tenant to live in

You have a duty of care to the Owner to carry out routine inspections and to issue a written report.

It is good property management practice to conduct these inspections quarterly. If you do not have a structured plan for routine inspections the process can be very time-consuming. Inspecting five properties in different areas is non-productive and time consuming.

Often many offices are relying solely on the trust program to generate the inspection dates when the tenant is first entered. While this system can work well, it is not the most effective.

To overcome this, create zones. When you enter the property details into trust there should be a function to attach the property to a zone. This method allows you to conduct the routine inspections per zone (property) instead of the dates of when the tenant moved in.