**COMPLETE FILE AUDIT**

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| **PROPERTY ADDRESS** | **PROPERTY ID** | | | | |
| **ITEM TO AUDIT** | | **Date** | **Staff** | **Notes** | |
| **MANAGEMENT AUTHORITY - Originals** | | | | | |
| Management Authority: | |  |  |  | |
| * Is completed correctly and checked for compliancy | |  |  |  | |
| * All pages are intact and are initialled by all Landlords | |  |  |  | |
| * All Landlords names are in full and each have signed and dated where required | |  |  |  | |
| * If assigned: Agent has signed and dated it | |  |  |  | |
| * Commissions, fees and charges are accurate and checked that are identical as entered in Trust Account | |  |  |  | |
| * Any change/deletion/addition is initialled by Landlords | |  |  |  | |
| * Check Landlord Instructions in Authority or attached are clear, reasonable and do not breach Laws | |  |  |  | |
| AND if Assignments apply as per Terms of the Contract: | | | | | |
| * Assignment of Authority is attached to Management Authority | |  |  |  | |
| **INSURANCE POLICIES** | | | | | |
| Current Policy or Certificate of Currency per Insurance Policy: | |  |  |  | |
| * Building and / Contents Insurance | |  |  |  | |
| * Landlord Protection Insurance | |  |  |  | |
| NOTE: Public Liability cover must be included in a Policy | | | | | |
| **PROPERTY** | | | | | |
| Set of keys and entry items + codes | |  |  |  | |
| Photos of property | |  |  |  | |
| Description of property | |  |  |  | |
| Inventory if part or fully furnished | |  |  |  | |
| Warranties + Guarantees for building / inclusions if applicable | |  |  |  | |
| Instruction Manuals for inclusions if applicable | |  |  |  | |
| Service & maintenance contracts – past & current if relevant. Landlord instructions in writing – see Form of Appointment. | |  |  |  | |
| **Compliance items** | | | | | |
| Safety Switch is installed to power circuit: YES/NO | |  |  |  | |
| Smoke Alarm Compliancy evidence + Landlord instruction for maintenance service – see Management Authority | |  |  |  | |
| Pool Safety Certificate copy – if pool at property | |  |  |  | |
| Water Efficient verification – if Tenant to pay for water | |  |  |  | |
| **Inspection Reports** | | | | | |
| ROUTINE INSPECTIONS - Every Routine Inspection Report, related communication and Entry Notices | |  |  |  | |
| LAST ROUTINE INSPECTION DATE: | |  |  |  | |
| OTHER INSPECTIONS eg Termite / Pest Inspection Reports, Building Inspection Reports, Electrical Safety, Water Efficiency Reports if applicable | |  |  |  | |
| NEXT DUE DATE FOR ANY OF ABOVE INSEPCTIONS AS PER LANDLORD INSTRUCTIONS: | |  |  |  | |
| **TENANCY – Original Copies on File** | |  |  |  | |
| Tenancy Agreement + past & current renewals. All Tenant names are in full as per their ID supplied and all Tenants and Agent have signed and dated. | |  |  |  | |
| Notice & correspondence of vacancy details if vacant or pending vacant | |  |  |  | |
| Ingoing Condition Report with water meter reading if separately metered. Report is signed & dated by Agent. | |  |  |  | |
| Bond held at Bond Authority = is maximum as legally allowed | |  |  |  | |
| Bond Lodgement Forms (including for any change to Bond held) | |  |  |  | |
| Bond Receipts (including for top ups if applicable) | |  |  |  | |
| List of all items handed to Tenant at start of Tenancy which is signed and dated by Tenant | |  |  |  | |
| Copy of all keys and entry items given to Tenant which is signed and dated by Tenant | |  |  |  | |
| If part or fully furnished: Inventory is signed and dated | |  |  |  | |
| By Laws – if applicable | |  |  |  | |
| Correspondence relating to current Tenancy | |  |  |  | |
| Any Notice issued to Tenant or to Agent with details of subsequent action and outcome and /or evidence of current status | |  |  |  | |
| Rent Increase Notice – if applicable | |  |  |  | |
| Original Tenancy Applications per Tenant on lease including 100 points of ID documents + Agent processing evidence | |  |  |  | |
| Pet Agreement for approved pets | |  |  |  | |
| Pool Condition Report at start of Tenancy – if non- shared pool applies | |  |  |  | |
| Other: | |  |  |  | |
| **REPAIRS AND MAINTENANCE** | | | | | |
| Outstanding maintenance / repair work requests & quotes | |  |  |  | |
| Current invoices unpaid at End of Month have Landlord Authority for work to proceed at their cost | |  |  |  | |
| **CURRENT TENANCY ACTIVITY** | | | | | |
| Current Notices / Tribunal action or Order in progress have clear and full details | |  |  |  | |
| Current Bond Refund & Vacate pack in progress is in order with clear status notes | |  |  |  | |
| Current communication & work in progress have clear status details | |  |  |  | |
| **TRUST ACCOUNT RECORDS** | | | | |
| Tenant ledger is accurate | |  |  |  |
| Landlord’s last Statement is accurate | |  |  |  |
| Landlord’s current Financial Year Statements - 1 July to date is accurate and without dispute | |  |  |  |
| **IF LANDLORD FUNDS HELD IN TRUST ACCOUNT** | | | | |
| Landlord funds held/retained – have clear instructions and details recorded to identify the following:   * Landlord Name * Property Address * Amount Held * Reason or purpose for retaining Landlord funds | |  |  |  |