

# Residential Property – Inspection Report

## Guidelines:

- It is a requirement in terms of the “rental housing act #50 of 1999”, which will be referred to as “the ACT”, that an inspection of the property needs to be done at the time of taking occupation of the premises by the incoming Lessee and well as upon vacating the premises. An extract from the act in both instances is shown below for convenience of reference:
  - **Incoming Lessee:** Clause 5.3(e) of the ACT: *“The tenant and the landlord must jointly, before the tenant moves into the dwelling, inspect the dwelling to ascertain the existence or not of any defects or damage therein with a view to determining the landlord's responsibility for rectifying any defects or damage or with a view to registering such defects or damage as provided for in subsection (7).”*
  - **Vacating Lessee:** Clause 5.3(f) of the ACT: *“At the expiration of the lease the landlord and tenant must arrange a joint inspection of the dwelling at a mutually convenient time to take place within a period of three days prior to such expiration with a view to ascertaining if there was any damage caused to the dwelling during the tenant's occupation thereof.”*
- **During the incoming lessee inspection**, the lessor (or their agent) will review the property and document any item of damage so that it is recorded on this document. Should no items be recorded, then it will be accepted and deemed that there was no damage to the property and the lessee will be taking occupation of the premises with no damages.
  - Any item considered damaged needs to be documented (e.g.: cracked top left window pane in bedroom 2)
  - The ACT requires that the property needs to be in a suitable state of “acceptable habitation” and it is therefore at the discretion of the Lessor as to which items will be remedied and which items will be recorded as damaged, but recorded so that upon lessee vacating the property, they will not be held responsible for the damage. *(For example, there might be a slight crack in lower section of a window pane that the Lessor would prefer not to replace at this time – the property is still considered acceptable for habitation)*
- **During the vacating lessee inspection**, the lessor (or their agent) will review the property and document any item of damage that is observed.
  - The ACT makes allowance for “fair wear and tear” which is defined as follows: “The term “fair wear and tear” refers to the damage that happens through ordinary day-to-day use of the property, for example the carpet being worn from people walking on it. The term also refers to wear and tear due to exposure to natural forces, such as sunlight and rain. According to the Rental Housing Act, a landlord is free to claim compensation for damage to the property caused by the tenant, save for fair wear and tear. A general rule of thumb is that, if a tenant has damaged something that does not normally wear out, or the tenant has substantially shortened the life of something that does wear out, the tenant may be charged the cost of the item.”
  - Any items observed damaged must be recorded on this document and the costs to remedy, replace or repair will be for the Lessee's account.
  - The Lessor must take into account any item that should be excluded from the damaged item list if it was recorded as damaged on the incoming lessee inspection report.
- **Items with a limited lifespan** – Items like light bulbs, remote batteries, stove elements, automated garage doors and motorised gate batteries, etc.. Are deemed to be consumable items that have a limited lifespan. Upon occupation of the premises, all these items will be in working order (still functioning). During the life of the lease term and upon the lessee vacating the premises, these items need to be in a working condition and the costs of replacing these items are for the lessee's account.
- **Pre-paid Electricity box** – The seal on the pre-paid electricity unit **MUST** be inspected during any site inspection. Should the seal be broken or damaged in any way, then the unit must be reported to the municipality and the Lessee will be held responsible for the fines involved, cost of replacement of the unit and any punitive penalties involved. The matter must also be reported to the SAPS as a criminal act of fraud and a docket number obtained.
- **Cleaning Costs** – The vacating lessee is required to leave the premises in a clean condition (Inside property, outside property, swimming pool, gutters / box gutters, gardens, etc.. and all carpets need to be professionally cleaned. Should this not be done to the satisfaction of the lessor (or their agent), then then the cleaning costs incurred by the lessor will be for the lessor's account.

## Property / Lessee information

PROPERTY OWNER

RENTAL UNIT

LIS REF #

SS000RXXX

Inspection Date

Circle type  
of report

Incoming / Outgoing

### Process:

- Each bedroom, bathroom, kitchen, lounge, study, dining room, passages, garages, any other inside areas, outside areas, pools & pump equipment, automation gates and garage doors, light fittings and bulbs, etc... need to be inspected and any damage documented.
- Any damage found must be documented on this inspection report.
- This report must be signed off by both the lessee and the lessor (or their agent)
- As a guide, the items of inspection are listed below as prompts for the inspection, but the property in it's entirety is subject to the inspection and not limited to the prompts below.

### ENTRANCE & PASSAGE(S)

- Front Door
- Glass Door Sides
- Mirrors
- Walls & Ceiling
- Lights & Fittings
- Tiles / Carpets

### BALCONIES

- Tiles / Floors
- Walls / Balustrades
- Light Fittings / bulbs

### BEDROOM (S)

- Tiles / Carpets
- Plugs
- Light Fittings / bulbs
- Windows & Frames
- Door (s)
- Door Locks /Handles
- Walls & Ceiling
- Cupboards
- Blinds / Curtain Rails
- Ceiling Fans

### KITCHEN

- Tiles / Floors
- Plugs
- Light Fittings / bulbs
- Switches
- Windows & Frames
- Door (s)
- Door Locks /Handles
- Walls & Ceiling
- Cupboards
- Counter tops
- Stove
- Sink & Taps
- Drains & Pipes
- Blinds / Curtain Rails

### BATHROOM (S)

- Tiles / Floors
- Light Fittings / bulbs
- Windows & Frames
- Door (s)
- Door Locks /Handles
- Walls & Ceiling
- Counter Tops
- Cupboards
- Blinds / Curtain Rails
- Basin
- Toilet
- Bath
- Shower
- Taps
- Drains & Pipes

### DINING ROOM

- Tiles / Carpets
- Plugs
- Light Fittings / Bulbs
- Light Switches
- Windows & Frames
- Door (s)
- Door Locks/Handles
- Walls & Ceiling
- Cupboards
- Blinds / Curtain Rails

### GARAGES, GATES & WALLS

- Tiles / Floor Surface
- Plugs
- Light Fittings / bulbs
- Windows & Frames
- Door (s)
- Door Locks / Handles
- Walls & Ceiling
- Cupboards
- Garage Door (s)
- Garage Remotes
- Garage Automation
- Gate Automation
- Garden Wall Condition
- Animal Damage to Property

### LOUNGE(S)

- Tiles / Carpets
- Plugs
- Light Fittings / Bulbs
- Light Switches
- Windows & Frames
- Door (s)
- Door Locks/Handles
- Walls & Ceiling
- Cupboards
- Blinds / Curtain Rails

### GARDEN(S)

- Mowed Condition
- Tidiness
- Garden Walls
- Gates & Locks
- Trees & Plants
- Flower Beds
- Driveway

### SWIMMING POOL

- Water Condition
- Water Level
- Pump & Timers
- Other Equipment
- Pool Light

ELECTRICITY METER  
READING

WATER METER  
READING

WATER & ELECTRICITY METERS  
UNTAMPERED WITH?

NO

YES

GENERAL  
CONDITION  
OF THE  
PROPERTY



