



# Routine inspections

Routine inspections are carried out to ensure the property is well cared for and to check if there are any maintenance or health and safety issues.

A routine inspection is not a housework inspection; the person inspecting the property should appreciate that people are living there. However the tenant should have the property in a good condition on the day of inspection.

## Timeframes

Routine inspections cannot be carried out more than once every 3 months (unless the tenant agrees in writing)

The tenant must be given a minimum of 7 days' notice for entry, using an [Entry notice](#) (Form 9).

Entry can be at a specific time or a property manager/owner can give a 2-hour window (e.g. entry to occur between 9-11am).

## Maintenance issues

The tenant should inform the property manager/owner of any maintenance issues as soon as they occur. Most property managers/owners prefer non-urgent requests in writing.

Other inspections may be carried out in response to specific issues such as a leaking tap or stove element not working.

## Routine inspection checklist

Many property managers provide checklists for routine inspections.

Things for the tenant to consider may include:

- cleaning and tidying the property
- routine cleaning (e.g. dusting, sweeping/vacuuming and cleaning kitchen and bathroom surfaces)
- removing any mould from surfaces
- lawn mowing and gardening
- tidying up outside areas (e.g. decks, patios)

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