**Property Repairs Checklist**

**Landlord Name: ………………………… Property Address: …………………………………..**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Repair or Maintenance Task** | | | **Repair or Maintenance Task** | | |
| ***Internal Checks*** | **Date** | **Notes** | ***External Checks*** | **Date** | **Notes** |
| Ground floor rooms |  |  | Roof - slates/tiles/felt |  |  |
| Top floor rooms |  |  | Chimney stacks/vents and flu’s |  |  |
| Cracks in walls and ceilings |  |  | Flashings |  |  |
| Kitchen units and tiles |  |  | Aerials and fittings |  |  |
| Bathroom/s suits and tiles |  |  | Gutters and downpipes |  |  |
| Staircases and rails |  |  | Drains and grates |  |  |
| Floors - boards and joists |  |  | Pointing |  |  |
| Windows - seals and locks |  |  | Walls |  |  |
| Windows - seals and locks |  |  | Rendering and Roughcasting |  |  |
| Skylights |  |  | Sills and Lintels |  |  |
| Roof space - joists and trusses |  |  | External woodwork |  |  |
| Doors - seals and locks |  |  | External Ironworks |  |  |
| **Repair or Maintenance Task** | | | **Repair or Maintenance Task** | | |
| ***Internal Checks*** | **Date** | **Notes** | ***External Checks*** | **Date** | **Notes** |
| Water tank |  |  | Boundary Walls/ Fences |  |  |
| Electrical |  |  | Outbuildings |  |  |
| Plumbing |  |  | External paintwork |  |  |
| Heating |  |  |  |  |  |
| ***Common Area Checks*** | **Date** | **Notes** | ***Common Area Checks*** | **Date** | **Notes** |
| Door entry systems |  |  | Staircases |  |  |
| Main entrance doors |  |  | Lifts |  |  |
| Flooring |  |  | Electrics |  |  |
| Windows |  |  | Boundary fences/walls |  |  |
| Cracks in ceiling and walls |  |  | Bin  Stores |  |  |

Signed: …………………………………………………………………………………………………………..

Print: ……………………………………………………………………………………………………………..

Date Checked: ……………………………………………………………………………………………….