



HOUSE HUNTERS CHECKLIST

WHAT TO BRING TO THE INSPECTION

Re-fuel the car / arrange transport to get there.

Have personal business cards and/or pre-printed slips of paper with your name and contact details.

A smart phone / iPad, fully charged.

A working navigation system and/or street directory.

Water and snacks.

Suitable clothing including slip on/off shoes.

Hat, sunscreen and umbrella.

Notepad and pen.

Tape measure / level instrument / compass.

Calculator / camera / voice recorder.



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WHAT TO ASK AT THE INSPECTION I ask the questions you feel are most relevant.

What is the real reason the owners are selling? _____

What are the owner's expectations in terms of sale price? _____

How many owners or decision makers are there, and do they live locally? _____

How long has the property been on the market? _____

Are there any current written or verbal offers? _____

Can you provide a list of comparative sales? _____

Is the property lived in by the owners or tenanted? _____

If tenanted, can you provide a copy of the lease agreement / weekly rent and lease term? _____

What settlement terms would suit the sellers? eg. 30 or 60 days? _____

What have been the biggest objections raised by other buyers? eg. asbestos roof? _____

Is there anything you know about this property that might affect my decision to buy it? eg. a recent death at the property / a significant incident / a known building defect? _____

Do the owners need to sell this property to buy elsewhere? _____

Have the owners purchased elsewhere? _____

When was the last time the property was sold, and how much did it sell for? _____

Have pets ever lived on the property? _____

Do you know if there are any current disputes with neighbours? _____

Have there been any major renovation works performed and are they council approved? _____

Are there any additional inclusions with the property? eg. pool equipment, or a TV unit? _____

What would take this property off the market today? eg. what price? _____



HOUSE HUNTERS CHECKLIST

WHAT TO ASK AT THE INSPECTION | *(continued)*

Are there any easements on the lot? _____

Is the property in a character overlay zone or could it be heritage listed? _____

What is the current zoning of the lot and do you know if council are making changes to this? _____

Do you have a copy of the original house plans? _____

Can you provide a current Rates Notice and water rates notice? _____

Can you provide copies of approvals & final certifications for any extensions / additions to the property? _____

Is there any asbestos in the property you are aware of? _____

Do the owners own the property outright or is it mortgaged? _____

Are you aware of any current caveats placed on the title? _____

Do you know the general history of the property? _____



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WHAT TO ASK IF THE PROPERTY IS A UNIT OR TOWNHOUSE

Can you provide a copy of the Disclosure Statement? _____

Who are the current managers of the Body Corporate? _____

What is the break-down of body corporate fees? - _____

- Admin levies, sinking levies and special levies? _____

What is the current balance of the Sinking Fund? _____

Can you provide copies of the previous two Minutes of Meeting of the Body Corporate? _____

Can I see a copy of the Body Corporate By-Laws? _____

Are pets approved under the Body Corporate? _____

How many units / townhouses are there within the complex / scheme? _____

Do each of the properties in the body corporate scheme hold an equal entitlement? _____

What is the ratio of owners versus tenants in the complex? _____

What is the ruling with respect to visitor's parking? _____

WHAT TO ASK IF THE PROPERTY IS GOING TO AUCTION |

Will the seller accept an offer prior to Auction? Yes. No.

Is there a current building, pest and electrical report for the property? Yes. No.

Can I see a copy of the proposed Contract of Sale? _____

Will the Auction be held on site at the property, or in an Auction room? _____

What is the date of the Auction and who is the Auctioneer? _____



HOUSE HUNTERS CHECKLIST

WHAT TO CHECK AT THE PROPERTY | inside the house ...

- On first impressions, how does the property smell? Do smokers live there or perhaps a pet?
- Turn on all the taps (including the shower) and check for obvious leaks.
- Check the date the Hot Water System was installed and gauge whether it might need replacing soon.
- Flush all the toilets and check for running water / leaks.
- Test the air conditioning units and fans.
- Turn on the oven, hot plates and rangehood.
- Test the dishwasher (if possible).
- Switch on / off all the lights.
- Check the general condition of the internal paintwork.
- Open and close the doors / kitchen, bathroom & wardrobe cupboards - check for obvious wear and tear.
- Look down at the floorboards / tiles and carpets and see what condition they are in.
- Have smoke alarms been installed on every level of the property? Are they working?

WHAT TO CHECK AT THE PROPERTY | outside the house ...

- Open and close the garage door.
- Note any cracks in the concrete on the driveway / paths, garage and patios.
- Wiggle the handrail on the staircase and see if it is loose / check for loose stair treads.
- Is the electrical switchboard (typically found outside) the original one, or has it been upgraded?
- Is there an electrical safety switch installed?
- Is the pool fencing adequate and does the gate self-close / can the agent provide a Pool Safety Compliance Certificate?



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WHAT TO CHECK AT THE PROPERTY | outside the house ... *(continued)*

Are there structures on the property that look like they need council approval? eg. carports, decks.

Is the garden shed clean and tidy or full of rubbish?

Is the fencing in good condition, or ready to fall over?

How old are the decks and could they require immediate maintenance?

Are there large trees on the property that could cause a nuisance?

What is the general condition of the external paint work?

Look up and check the guttering. Is it rusted through, leaking or full of leaves?

Look underneath the house - Is it full of rubbish or is there timber lying around attracting termites?

Is the ant-capping rusted with age or does it appear to be adequate?.

Can you spot any obvious water leaks / damp spots where a leak could have been?

Does water appear to be sitting in any area of the yard?

Do the stumps holding the house up seem to be adequate, or are they falling apart / leaning?

Is the yard mowed and are the garden beds tidy or are they full of weeds?

Is there a current termite management program in place? Can the agent show evidence of this?

When was the property last pest sprayed for ants, cockroaches and silverfish?

Are there any obvious trip or safety hazards outside the property?

Are the retaining walls in good condition or do they look to be falling over?

What do the neighbouring properties look like and how are they being kept?

Is the area predominantly government housing or do private owners own the majority of homes.

Is the street littered with old cars or does the general streetscape look appealing?



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THIS PAGE IS FOR YOUR NOTES