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| Title | **Inspect a residential property for rental and complete inspection reports** | | |
| Level | **4** | **Credits** | **4** |

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| Purpose | This unit standard is for people who operate in residential tenancy and property management.  People credited with this unit standard are able to:  – demonstrate knowledge of property inspection in accordance with industry practice;  – explain right of entry obligations of a landlord and a tenant in accordance with the Residential Tenancies Act 1986;  – inspect a property and complete an ingoing inspection report in accordance with organisational and industry practice;  – inspect a property and complete a routine inspection report; and  – inspect a property and complete an outgoing inspection report. |

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| Classification | Real Estate > Residential and Commercial Property Management |

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| Available grade | Achieved |

**Guidance information**

1 References

REINZ Code of Practice for Residential Property Management (Code of Practice)is available from the Real Estate Institute of New Zealand Inc. website at <http://www.reinz.co.nz>.

2 Legislation

Privacy Act 1993;

Residential Tenancies Act 1986;

and all subsequent amendments and replacements.

3 Definition

*Industry practice* refers to activities of experienced, competent property management personnel which are in accordance with the Code of Practice and the Residential Tenancies Act 1986.

*Organisational practice* refers to an organisation’s routine to conduct a particular function.

4 Assessment

Assessment against practical aspects in this unit standard must be based on evidence of demonstrated performance in the workplace or in simulated workplace situations designed to draw upon similar performance that is required in the workplace.

**Outcomes and performance criteria**

**Outcome 1**

Demonstrate knowledge of property inspection in accordance with industry practice.

**Performance criteria**

* 1. Identify and explain the different types and purposes of property inspections.

Range includes but is not limited to – ingoing, routine, outgoing.

1.2 Explain key features that may contribute towards an efficient, comfortable, and healthy property.

Range key features may include but are not limited to – energy, water, health and safety, comfort, waste, insulation, smoke alarm.

1.3 Explain how the inspection process could prevent and resolve problems at the start, during, and end of a tenancy.

**Outcome 2**

Explain right of entry obligations of a landlord and a tenant in accordance with the Residential Tenancies Act 1986.

Range may include but is not limited to – routine inspection, contaminants, smoke alarm, sales appraisal, repairs.

**Performance criteria**

2.1 Explain the right of entry obligations of a landlord for inspection purposes.

2.2 Explain the right of entry obligations of a tenant for inspection purposes.

**Outcome 3**

Inspect a property and complete an ingoing inspection report in accordance with industry practice.

**Performance criteria**

3.1 Inspect a property, and complete an ingoing inspection report.

3.2 Explain the purpose of and the ingoing inspection report as you would to a landlord and a tenant.

3.3 Explain the follow up process for the ingoing inspection.

**Outcome 4**

Inspect a property and complete a routine inspection report.

**Performance criteria**

4.1 Inspect a property, and complete a routine inspection report in accordance with organisational practice, industry practice, privacy guidelines, and insurance requirements.

4.2 Explain the purpose of and the routine inspection report as you would to a landlord and a tenant in accordance with industry practice.

4.3 Inform a landlord of any repairs and maintenance identified during the inspection, and identify the next steps required to rectify repairs in accordance with the Residential Tenancies Act 1986.

4.4 Inform tenants of their obligations regarding maintenance and damage to the property in accordance with the Residential Tenancies Act 1986.

**Outcome 5**

Inspect a property and complete an outgoing inspection report.

**Performance criteria**

5.1 Inspect a property, and complete an outgoing inspection report in accordance with organisational and industry practice.

5.2 Explain the purpose of and the outgoing inspection report as you would to a landlord and a tenant in accordance with organisational and industry practice.

5.3 Explain the follow up process in accordance with the Residential Tenancies Act 1986.

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| Replacement information | This unit standard and unit standard 27497 replaced unit standard 4681. |

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| Planned review date | 31 December 2026 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 18 August 2011 | 31 December 2013 |
| Rollover and Revision | 2 | 19 July 2012 | 31 December 2018 |
| Review | 3 | 20 October 2016 | N/A |
| Review | 4 |  | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0003 |

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact The Skills Organisation [reviewcomments@skills.org.nz](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.