

Property Management Checklist

A practical pre-leasing checklist for Sunshine Coast residential landlords.

Property:	_____	Date:	_____
Landlord:	_____	Manager:	_____

- ☐ **1. Confirm smoke alarm compliance**
Check current Queensland requirements and keep installation and servicing records.
- ☐ **2. Check pool and spa safety**
Confirm registration, barrier condition and any certification required for a leased property.
- ☐ **3. Service air-conditioning units**
Clean filters and confirm each unit heats, cools and drains correctly.
- ☐ **4. Inspect gutters and downpipes**
Clear debris and look for overflow, corrosion, loose fittings and stormwater issues.
- ☐ **5. Review taps, toilets and hot water**
Fix leaks, confirm water pressure and test the hot-water system before handover.
- ☐ **6. Test electrical safety switches**
Use a qualified electrician for faults, damaged fittings or uncertain compliance.
- ☐ **7. Document the property condition**
Complete a detailed entry condition report and retain dated photographs.
- ☐ **8. Clean carpets, windows and blinds**
Present the property consistently and record the standard expected at vacate.
- ☐ **9. Repair walls, doors and fixtures**
Address loose handles, damaged screens, sticking doors and visible defects.
- ☐ **10. Secure keys and remote controls**
Label and count every key, fob and remote supplied to the tenant or manager.
- ☐ **11. Verify insurance coverage**
Confirm building and landlord cover is current and suitable for a tenanted property.
- ☐ **12. Prepare a rental appraisal**
Use current comparable rentals, property condition and local demand to set expectations.

Notes and follow-up

Important: This checklist is a preparation guide, not a compliance certificate or legal, financial, insurance or building advice. Requirements vary by property. Confirm current obligations with the Queensland Residential Tenancies Authority, relevant regulators and appropriately licensed professionals.

Free landlord tools: www.propertymanagersunshinecoast.com.au/tools/