



Tel: 021 023 2838
 Email: info@leadsprop.com
 Website: www.leadsprop.com
 Address: Office 104 Hole in the Wall, 93 Main Road
 Somerset West, Western Cape

Registered with the Property Practitioner Regulatory Authority (PPRA)
PROPERTY INSPECTION REPORT

Address: _____

Name: _____

Date: _____

Tel: _____

Electricity card received: Y / N

Elect meter no: _____

No of Remotes received: _____

Water Reading: _____

No of key sets received: _____

INCOMING INSPECTION	ENTRANCE HALL						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-paint	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-paint	
		Cornish	100%	Dirty	Silicon	Re-paint	
	DOORS	Self	100%	Dirty	Damaged	Replace	
		Locks	100%		Damaged	Replace	
		Frame	100%	Paint	Damaged	Replace	
		Safety Gate	100%	Lock	Damaged	Replace	

INCOMING INSPECTION	LOUNGE						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-paint	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-paint	
		Cornish	100%	Dirty	Silicon	Re-paint	
	DOORS	Self	100%	Dirty	Damaged	Replace	
		Locks	100%		Damaged	Replace	
		Frame	100%	Dirty	Damaged	Replace	
	WINDOW	Glazing	100%	Putty	Cracked	Replace	
		Frame	100%	Dirty	Damaged	Replace	
		Accessories	100%	Peg stay	Sliding Stay	Handle	
		Pelmets	100%	Dirty	Rails	Replace	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Faulty	Globes	Replace	
		Light Switch	100%	Faulty	Dirty	Replace	
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	
			100%	Dirty	Rails	Hinges	

INCOMING INSPECTION	DINING						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-paint	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-paint	
	CEILING	Cornish	100%	Dirty	Silicon	Re-paint	
	DOORS	Self	100%	Dirty	Damaged	Replace	
	DOORS	Locks	100%		Damaged	Replace	
		Frame	100%	Dirty	Damaged	Replace	
	WINDOW	Glazing	100%	Putty	Cracked	Replace	
		Frame	100%	Dirty	Damaged	Replace	
		Accessories	100%	Peg stay	Sliding Stay	Handle	
		Pelmets	100%	Dirty	Rails	Replace	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Faulty	Globes	Replace	
		Light Switch	100%	Faulty	Dirty	Replace	
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	
			100%	Dirty	Rails	Hinges	

INCOMING INSPECTION	KITCHEN						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-paint	
		Tiles	100%	Dirty	Damaged	Replace	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-paint	
	CEILING	Cornish	100%	Dirty	Silicon	Re-paint	
	DOORS	Self	100%	Dirty	Damaged	Replace	
	DOORS	Locks	100%		Damaged	Replace	
		Frame	100%	Dirty	Damaged	Replace	
	WINDOW	Glazing	100%	Putty	Cracked	Replace	
		Frame	100%	Dirty	Damaged	Replace	
		Accessories	100%	Peg stay	Sliding Stay	Handle	
		Pelmets	100%	Dirty	Rails	Replace	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Faulty	Globes	Replace	
		Light Switch	100%	Faulty	Dirty	Replace	
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	
			100%	Dirty	Rails	Hinges	
		Tops	100%	Dirty	Damaged	Replace	
		Zink	100%	Dirty	Plug&chain	Fix	
		Washtrough	100%	Dirty	Plug&chain	Fix	
	STOVE		100%	Dirty	Faulty	Replace	

INCOMING INSPECTION	BEDROOM 1						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-Paint	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-Paint	
	CEILING	Cornish	100%	Dirty	Silicon	Re-Paint	
	DOORS	Self	100%	Dirty	Damaged	Replace	
	DOORS	Locks	100%	Dirty	Damaged	Replace	
		Frame	100%	Dirty	Damaged	Replace	
	WINDOW	Glazing	100%	Putty	Cracked	Replace	
		Frame	100%	Dirty	Damaged	Replace	
		Accessories	100%	Peg stay	Sliding Stay	Handle	
		Pelmets	100%	Dirty	Rails	Replace	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Faulty	Globes	Replace	
		Light Switch	100%	Dirty	Faulty	Replace	
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	
			100%	Dirty	Rails	Hinges	

INCOMING INSPECTION	BEDROOM 2						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-Paint	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-Paint	
	CEILING	Cornish	100%	Dirty	Silicon	Re-Paint	
	DOORS	Self	100%	Dirty	Damaged	Replace	
	DOORS	Locks	100%	Dirty	Damaged	Replace	
		Frame	100%	Dirty	Damaged	Replace	
	WINDOW	Glazing	100%	Putty	Cracked	Replace	
		Frame	100%	Dirty	Damaged	Replace	
		Accessories	100%	Peg stay	Sliding Stay	Handle	
		Pelmets	100%	Dirty	Rails	Replace	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Faulty	Globes	Replace	
		Light Switch	100%	Dirty	Faulty	Replace	
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	
			100%	Dirty	Rails	Hinges	

INCOMING INSPECTION	BEDROOM 3						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-Paint	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-Paint	
	CEILING	Cornish	100%	Dirty	Silicon	Re-Paint	
	DOORS	Self	100%	Dirty	Damaged	Replace	
	DOORS	Locks	100%	Dirty	Damaged	Replace	
		Frame	100%	Dirty	Damaged	Replace	
	WINDOW	Glazing	100%	Putty	Cracked	Replace	
		Frame	100%	Dirty	Damaged	Replace	
		Accessories	100%	Peg stay	Sliding Stay	Handle	
		Pelmets	100%	Dirty	Rails	Replace	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Faulty	Globes	Replace	
		Light Switch	100%	Dirty	Faulty	Replace	
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	
			100%	Dirty	Rails	Hinges	

INCOMING INSPECTION	BEDROOM 4						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-Paint	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-Paint	
	CEILING	Cornish	100%	Dirty	Silicon	Re-Paint	
	DOORS	Self	100%	Dirty	Damaged	Replace	
	DOORS	Locks	100%	Dirty	Damaged	Replace	
		Frame	100%	Dirty	Damaged	Replace	
	WINDOW	Glazing	100%	Putty	Cracked	Replace	
		Frame	100%	Dirty	Damaged	Replace	
		Accessories	100%	Peg stay	Sliding Stay	Handle	
		Pelmets	100%	Dirty	Rails	Replace	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Faulty	Globes	Replace	
		Light Switch	100%	Dirty	Faulty	Replace	
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	
			100%	Dirty	Rails	Hinges	

INCOMING INSPECTION	BATHROOM 1						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-paint	
		Tiles	100%	Dirty	Damaged	Replace	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-Paint	
		Cornish	100%	Dirty	Silicon	Re-Paint	
	DOORS	Self	100%	Dirty	Damaged	Replace	
		Locks	100%	Dirty	Damaged	Replace	
		Frame	100%	Paint	Damaged	Replace	
	WINDOW	Glazing	100%	Putty	Cracked	Replace	
		Frame	100%	Paint	Damaged	Replace	
		Accessories	100%	Peg stay	Sliding Stay	Handle	
		Pelmets	100%	Dirty	Rails	Replace	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Dirty	Globes	Replace	Light Switch
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	Rails / hinges
	PLUMBING	Bath	100%	Dirty	Plug&chain	Soap Dish	
		Basin	100%	Dirty	Plug&chain	Silicon	
		Toilet	100%	Dirty	Toilet seat	Toilet roll holder	
		Cistern	100%	Dirty		Replace	
		Shower	100%	Dirty	Door	Silicon	Silicon
		Towel Rail	100%	Dirty	Fix	Replace	

INCOMING INSPECTION	BATHROOM 2						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-paint	
		Tiles	100%	Dirty	Damaged	Replace	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-Paint	
		Cornish	100%	Dirty	Silicon	Re-Paint	
	DOORS	Self	100%	Dirty	Damaged	Replace	
		Locks	100%	Dirty	Damaged	Replace	
		Frame	100%	Paint	Damaged	Replace	
	WINDOW	Glazing	100%	Putty	Cracked	Replace	
		Frame	100%	Paint	Damaged	Replace	
		Accessories	100%	Peg stay	Sliding Stay	Handle	
		Pelmets	100%	Dirty	Rails	Replace	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Dirty	Globes	Replace	Light Switch
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	Rails / hinges
	PLUMBING	Bath	100%	Dirty	Plug&chain	Soap Dish	
		Basin	100%	Dirty	Plug&chain	Silicon	

		Toilet	100%	Dirty	Toilet seat	Toilet roll holder	
		Cistern	100%	Dirty		Replace	
		Shower	100%	Dirty	Door	Silicon	Silicon
		Towel Rail	100%	Dirty	Fix	Replace	

INCOMING INSPECTION	BATHROOM 3						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-paint	
		Tiles	100%	Dirty	Damaged	Replace	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-Paint	
		Cornish	100%	Dirty	Silicon	Re-Paint	
	DOORS	Self	100%	Dirty	Damaged	Replace	
		Locks	100%	Dirty	Damaged	Replace	
		Frame	100%	Paint	Damaged	Replace	
	WINDOW	Glazing	100%	Putty	Cracked	Replace	
		Frame	100%	Paint	Damaged	Replace	
		Accessories	100%	Peg stay	Sliding Stay	Handle	
		Pelmets	100%	Dirty	Rails	Replace	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Dirty	Globes	Replace	Light Switch
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	Rails / hinges
	PLUMBING	Bath	100%	Dirty	Plug&chain	Soap Dish	
		Basin	100%	Dirty	Plug&chain	Silicon	
		Toilet	100%	Dirty	Toilet seat	Toilet roll holder	
		Cistern	100%	Dirty		Replace	
		Shower	100%	Dirty	Door	Silicon	Silicon
		Towel Rail	100%	Dirty	Fix	Replace	

INCOMING INSPECTION	PASSAGE						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-Paint	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-Paint	
	CEILING	Cornish	100%	Dirty	Silicon	Re-Paint	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Faulty	Globes	Replace	
		Light Switch	100%	Dirty	Faulty	Replace	
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	
			100%	Dirty	Rails	Hinges	

INCOMING INSPECTION	STUDY / TV ROOM / ENTERTAINMENT AREA						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-Paint	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-Paint	

	CEILING	Cornish	100%	Dirty	Silicon	Re-Paint	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Faulty	Globes	Replace	
		Light Switch	100%	Dirty	Faulty	Replace	
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	
			100%	Dirty	Rails	Hinges	

INCOMING INSPECTION	EXTERIOR GARDEN	OUTGOING INSPECTION
	Grass:	
	Flower Beds:	
	Irrigation System	
	Borehole:	
	Paving:	

INCOMING INSPECTION	GATE	OUTGOING INSPECTION
	Gate:	
	Gatemotor:	
	Intercom:	

INCOMING INSPECTION	SWIMMINGPOOL	OUTGOING INSPECTION
	Water:	
	Pump:	
	Pool self stucture:	
	Paving around pool:	
	Creepy:	
	Pool Net	

INCOMING INSPECTION	MAIDS QUATERS						OUTGOING INSPECTION
	WALLS	Paint	100%	Dirty	Damaged	Re-Paint	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Re-Paint	
	CEILING	Cornish	100%	Dirty	Silicon	Re-Paint	
	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Faulty	Globes	Replace	
		Light Switch	100%	Dirty	Faulty	Replace	
		Lampshades	100%	Faulty	Dirty	Replace	
	CUPBOARD	General	100%	Doors	Knobs	Shelves	
			100%	Dirty	Rails	Hinges	

INCOMING INSPECTION	GARAGES						OUTGOING INSPECTION
	WALLS	Paint	100%	Wash	Nails	Marks	
	FLOOR	Tiles	100%	Dirty	Damaged	Replace	
		Carpet	100%	Dirty	Damaged	Replace	
	CEILING	Self	100%	Dirty	Damaged	Paint	
	CEILING	Cornish	100%	Dirty	Silicon	Paint	

	ELECTRICAL	Plugs	100%	Dirty	Faulty	Replace	
		Light Fiting	100%	Dirty	Faulty	Replace	
		Light Switch	100%	Dirty	Faulty	Replace	
		Lampshades	100%	Faulty	Dirty	Replace	
	GARAGE DOOR	STEEL	100%	Faulty	Damaged	Replace	
	GARAGEDOOR	WOODEN	100%	Faulty	Damaged	Replace	

Photo's taken by:

Agent

Agent

Inspection done by on behalf of Leadsprop

Agent

Agent

Inspection done by:

Tenant:

Tenant:

Date:

Date:

Date: