

<b>Title</b>	<b>Demonstrate knowledge of property inspections and complete inspections reports for a residential property for rental</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>This unit standard is for people who operate in residential tenancy and property management.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>– demonstrate knowledge of property inspection;</li> <li>– explain right of entry obligations of a landlord and a tenant;</li> <li>– inspect a property and complete an ingoing inspection report;</li> <li>– explain the purpose of and routine of an inspection report, inspect a property, complete a routine inspection report; and</li> <li>– explain the purpose of and the outgoing inspection report, inspect a property and complete an outgoing inspection report.</li> </ul>
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<b>Classification</b>	Real Estate > Residential and Commercial Property Management
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<b>Available grade</b>	Achieved
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## Guidance Information

- 1 References
 

Property Management Institute of New Zealand (PROMINZ). *Code of Practice and Code of Ethics*, available at <https://propertyinstitute.nz>.

Real Estate Institute of New Zealand Inc. (REINZ). *Code of Practice for Residential Property Management (Code of Practice)*, available at <http://www.reinz.co.nz>.
- 2 Legislation
 

Privacy Act 2020;  
Residential Tenancies Act 1986;  
and all subsequent amendments and replacements.
- 3 Definitions
 

*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 Information

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.

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### Outcomes and performance criteria

#### Outcome 1

Demonstrate knowledge of property inspection.

#### Performance criteria

1.1 Identify and explain the different types and purposes of property inspections.

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

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.

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

#### 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.

#### 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

Explain the purpose of and routine of an inspection report, inspect a property, 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

Explain the purpose of and the outgoing inspection report, 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.

<b>Replacement information</b>	This unit standard and unit standard 27497 replaced unit standard 4681.
<b>Planned review date</b>	31 December 2025

**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	31 December 2022
Review	4	28 January 2021	31 December 2022
Revision	5	28 October 2021	N/A

**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.