

## Property File (Part C)

ADDRESS OF PROPERTY

To be exclusively managed by the Property Management firm referred to on page 1, of Part A, of the Portfolio Management Agreement.  
 The address of the property is considered "the workplace" and "same matter" under section 34 of the Health and Safety at Work Act 2015.

### INSPECTIONS, AND MAINTENANCE

Inspection frequency

Necessary repairs up to the value of \$  + GST

Disbursements to the value of \$  + GST

Optional renovations \$  + GST

### BODY CORPORATE - IF ANY | FOR INSURANCE PURPOSES

The landlord agrees to supply a copy of the Body Corporate Rules to the agent/property manager as soon as practicable.

  


### SMOKE ALARM DISCLOSURE STATEMENT

Smoke alarm within 3m of all bedrooms  Yes  No

Total number of alarms at the property

At least one smoke alarm per storey / level  Yes  No

Date batteries were last changed

All smoke alarms within expiry period  Yes  No

### CARPET

Age of carpet/floor covering

Notes:

### KEYS AND ALARMS

No. of keys supplied

Contact person for keys

Alarm Code

Control location

### PETS

Are pets permitted?  Yes  No

### SMOKERS

Are smokers permitted?  Yes  No



### HEALTH AND SAFETY AT WORK ACT 2015

Construction date  (for asbestos compliance purposes).

I / We confirm that I / We are aware of the potential threat posed by asbestos at the tenancy premises.

**Pro-active**  **Re-active** - Approach to having a survey completed.

**LIABILITY**

**POWER**

Meter number  Reading  Date monitored  Liability  TENANT  
 LANDLORD

**GAS**

Meter number  Reading  Date monitored  Liability  TENANT  
 LANDLORD

**WATER**

Meter number  Reading  Date monitored  Liability  TENANT  
 LANDLORD

**CHIMNEY SWEEP**

Date monitored  Usable?  YES  
 NO Liability  TENANT  
 LANDLORD

**GARDENS** - Liability  TENANT  
 LANDLORD

**Lawns** - Liability  TENANT  
 LANDLORD

**GENERAL PROPERTY INFORMATION**

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**CHATELS**

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**COMPLIANCE/PROPERTY INFORMATION**

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**KNOWN RISK AT THE PROPERTY - E.G. SLIPPERY DECK**

**Risk analysis** - Section 34 HASAW 2015 states that PCBU's have a duty to co-operate or agree on a matter.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**HOW RISKS WILL BE RESOLVED / MINIMISED - E.G. HAVE DECK CLEANED**

**Task Checklist** - Section 34 HASAW 2015 states that PCBU's have a duty to co-ordinate or take action on a matter. Section 30 states that PCBU's have a duty to eliminate or minimise risk.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_