Rental inspection evidence worksheet

Minimum Standards Check | Victoria | Version 28 October 2026

A recordkeeping tool, not a compliance certificate. These prompts help organise observations and follow-up. They do not reproduce every legal requirement or establish whether a property complies. Check current Consumer Affairs Victoria requirements, applicability and exceptions. Rooming houses have different rules.

Use: record the location and date, distinguish what was observed from what remains unknown, link to source files, assign the next action and retain dated follow-ups. Never treat a blank field or an untested item as a pass.

Property / internal reference

Date, time and person recording / role

Purpose: pre-advertising, pre-occupancy or follow-up

Access restrictions and areas not inspected

Record version and evidence folder reference

Official source: Consumer Affairs Victoria, Rental properties - minimum standards (checked 28 October 2026).

Open the current official requirements

Worked example and editable CSV: minimumstandardscheck.com.au/inspection-resources.html

01. Bathrooms

Identify fixtures and photograph any visible leaks. Record where you checked water flow and what you could not check.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

02. Electrical safety

List the electrician's report reference, date and any outstanding work. A switchboard photo alone does not establish compliance. Do not open covers or test circuits yourself.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

03. Heating

Record the installed heater's location, make/model and documents used to check its specification. Record operation only if safe; refer faults or uncertainty to a qualified technician.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

04. Kitchen

Record the sink, cooking facilities and any observed faults. Identify which functions were observed and which were not tested.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

05. Laundry

Record the laundry location, visible connections and signs of leakage. Explain if no laundry is present; do not assume that means every requirement is inapplicable.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

06. Lighting

Note the room, time of day and whether observations concern natural or artificial light. Record any inaccessible or non-working lights.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

07. Locks

Identify each external entry door and describe its locking mechanism. Note any claimed exception and supporting document; do not assume all apartment doors are exempt.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

08. Mould and damp

Record the exact location, visible extent and conditions. Describe observations without diagnosing the cause; obtain assessment where the cause is unclear.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

09. Structural soundness

Record visible cracks, water entry or movement with location photos. A visual walk-through cannot establish concealed structural condition; seek qualified advice.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

10. Toilets

Record location, visible condition and operation where safe. Reference relevant drainage records if needed rather than inferring the connection type.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

11. Ventilation

List room openings and fans and any visible obstruction. Do not claim Building Code compliance from a photo or airflow impression alone.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

12. Vermin proof bins

Record the rubbish and recycling arrangements, lid condition and any missing or damaged bins. Include a reference to shared-bin arrangements where relevant.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

13. Windows

Identify each accessible openable external window. Record latch condition, safe observations and any window you could not reach.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

14. Window coverings

Record the room and covering, and observations about closing, light and privacy. Photograph defects without including occupants or personal belongings.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

15. Window covering anchors

Record any corded covering, anchor and observed loose loops. Do not treat an anchor photo as a complete safety assessment; refer uncertainty for correction.

Status: observed / issue to follow up / not checked / applicability to confirm

Observation, limits and evidence reference

Action / responsible person / due date / recheck evidence

Follow-up and evidence register

A booking or invoice is not the same as a verified repair. Record the recheck, reviewer and supporting evidence before closing a specific item. Keep the original finding and add dated updates.

Open item / next action / responsible person / due date

Evidence index: reference, filename, date, source

Recheck: date, observation, reviewer and evidence

Unresolved matters / escalation / next review

Store completed records securely. This worksheet is not legal advice, an engineering assessment, a safety inspection or authority to advertise or occupy a property.