

## Make a list of what needs attention

### Walk through the property. Tick anything that needs attention.

Walk through the property and tick anything that needs attention.

Add a note where helpful.

Attach the completed checklist and any useful photos to your enquiry.

NAME

MOBILE

PROPERTY ADDRESS / SUBURB

### Best way to use this checklist

- 1 Walk room by room and tick what you notice.
- 2 Add a short note where the item is unclear.
- 3 Take a few useful photos of the affected areas.
- 4 Save the PDF, then attach it to the WTP enquiry form.

### Already know what you need?

You can also skip the checklist and send your enquiry directly.

## Doors, windows and screens

Tick anything you would like us to look at. Leave the rest blank.

- ☐ Door sticks, rubs or will not close properly
- ☐ Door is sagging or squeaking
- ☐ Loose or damaged hinges
- ☐ Handle, latch, lock or strike plate needs attention
- ☐ Sliding or wardrobe door is difficult to move
- ☐ Door stop or weather seal is missing or damaged
- ☐ Window is stiff, rattling or difficult to open
- ☐ Window catch, handle or trim is loose or damaged
- ☐ Flyscreens have torn mesh or damaged frames
- ☐ Screen door drags, sticks or needs new rollers
- ☐ Draughts or small gaps around doors or windows

**Notes for this area**

## Walls, ceilings and finishing

Tick anything you would like us to look at. Leave the rest blank.

- ☐ Nail, screw or anchor holes need patching
- ☐ Dents, chips or small wall holes need repair
- ☐ Old TV or shelf mounting holes need making good
- ☐ Minor cracks or popped plasterboard screws
- ☐ Loose or cracked cornice needs attention
- ☐ Skirting boards or architraves are loose or damaged
- ☐ Small paint touch-ups or a feature wall refresh
- ☐ Unwanted hooks, anchors or fittings need removal
- ☐ Gaps around trim need filling or sealing

**Notes for this area**

## Kitchen and laundry

Tick anything you would like us to look at. Leave the rest blank.

- ☐ Cupboard doors are loose, crooked or will not close
- ☐ Cabinet hinges or handles need replacing
- ☐ Drawers stick or runners need attention
- ☐ Kickboards or trim are loose or damaged
- ☐ Shelving or storage needs installing
- ☐ Pantry or cupboard organisation needs improving
- ☐ Bench or sink-edge cosmetic silicone is deteriorated
- ☐ Laundry shelving or storage needs installing
- ☐ Wall-mounted storage accessories need fitting

**Notes for this area**

## Bathroom and toilet

Tick anything you would like us to look at. Leave the rest blank.

- ☐ Toilet seat is loose or needs replacing
- ☐ Towel rail, ring, hook or toilet-roll holder is loose
- ☐ Mirror, shelf or storage accessory needs installing
- ☐ Bathroom cabinet door or hinge needs adjustment
- ☐ Cosmetic silicone is mouldy, loose or deteriorated
- ☐ Shower screen, door or fitting feels loose
- ☐ Grout, tile edge or finishing has minor visible damage
- ☐ Something is leaking, moving or does not feel right

**Notes for this area**

## Living areas, bedrooms and home office

Tick anything you would like us to look at. Leave the rest blank.

- ☐ Pictures, artwork or mirrors need hanging
- ☐ Curtain rods, tracks or blinds need installing
- ☐ Shelves, hooks or coat racks need fitting
- ☐ TV bracket or soundbar needs mounting
- ☐ Furniture needs anchoring for safety
- ☐ Flat-pack furniture needs assembling
- ☐ Bed, desk, bookcase or wardrobe needs attention
- ☐ Chair or table is wobbly or has damaged hardware
- ☐ Cable management or small office accessories needed
- ☐ Room setup or storage could work better

**Notes for this area**

## Storage, garage and general setup

Tick anything you would like us to look at. Leave the rest blank.

- ☐ Garage shelving or racks need assembling
- ☐ Tool storage, hooks or bike racks need installing
- ☐ Cupboard shelves or wardrobe rails need installing
- ☐ Furniture needs disassembling or reassembling
- ☐ Small items need moving around the property
- ☐ Non-hazardous household items need clearing
- ☐ Mail box, house number or sign needs attention
- ☐ Loose household hardware needs checking and tightening
- ☐ Several small jobs could be bundled into one visit

**Notes for this area**

## Outdoor areas, gates and presentation

Tick anything you would like us to look at. Leave the rest blank.

- ☐ Timber gate sticks, sags or needs hardware replaced
- ☐ Fence palings or rails are loose or damaged
- ☐ Minor deck board or fixing needs attention
- ☐ Small timber trim or threshold needs repair
- ☐ Patio, courtyard, path or driveway needs cleaning
- ☐ Outdoor furniture or storage box needs assembling
- ☐ Garden edging or simple outdoor accessories needed
- ☐ Weathered external sealant needs assessment
- ☐ Property needs a general presentation tidy-up

**Notes for this area**

## Moving, rental and pre-sale

Tick anything you would like us to look at. Leave the rest blank.

- ☐ End-of-lease holes and minor damage need making good
- ☐ A new tenant repair list needs working through
- ☐ Pre-sale cosmetic repairs need completing
- ☐ New-home pictures, shelves and fittings need installing
- ☐ A property-manager maintenance list needs completing
- ☐ Several rooms need a small-jobs walkthrough
- ☐ Visible defects need photographing and listing
- ☐ A half-day or full-day punch list may be suitable

**Notes for this area**

## Final notes and next step

Anything else you noticed?

### Send it to WTP

1. Save this completed PDF to your device.
2. Open the enquiry form on the WTP website.
3. Attach this checklist and any useful photos.
4. We'll contact you after reviewing your enquiry.

**Call or SMS 0468 448 388**

Email [wtpproblem@outlook.com](mailto:wtpproblem@outlook.com)

