

# CHECKLIST: 34 THINGS LANDLORDS MUST DO BEFORE LEAVING TOWN





## CHECKLIST

There are so many things to do when you decide to leave the area, preparing your investment property being one of them.

If you don't want to be interrupted by avoidable issues with your rental property while you're away, take these preventative and preparation measures before you go.

1. Advise your accountant that you're moving overseas.
2. Ask your insurer to confirm that your insurance policy covers periods when tenanted and being managed by an appointed agent.
3. Ensure all the regular property bills such as rates and insurance are paid by AP or paid by the agent.
4. Check fire extinguishers still work, and that they're easy to find and highly visible.
5. Reduce fire risk by examining appliances like washing machines and ovens to ensure they meet required safety standards, and repair or replace damaged, cracked, loose or defective items.
6. Check you have the correct number of correctly located smoke alarms.
7. Ensure property is properly insulated (insulation should be level with wooden beams).
8. Check the walls and ceilings are in good condition, and the wallpaper isn't peeling off or the paint is damaged.
9. Examine all cupboard handles to check they're firmly fixed, and operating correctly.
10. Check for faulty locks.
11. Confirm door handles are operating correctly and are fixed.
12. Ensure the windows and doors are in good condition, open and shut correctly, don't stick, or have cracks and wear.
13. Ensure any leaking windows are fixed.
14. Check there's no dampness around the windows and doors - a clear sign of leaking that should be dealt with before mould appears and the timber rots.
15. Look to see if metal flashings over windows and doors have rusted.
16. Locate and seal air leaks with weatherstripping or caulk to prevent drafts through cracks and gaps around the property, especially on door frames, window frames, and baseboards.
17. Check for mould in the kitchen, bathrooms, wardrobes, and cupboards.
18. Check for signs of leaks, water stains and dampness.



19. Examine plumbing fixtures and fittings to check if they need to be replaced.
20. Ensure there are no dripping taps.
21. Check the shower pressure.
22. Confirm the water cylinder is securely fastened to a wall with 3 straps to prevent it moving in an earthquake.
23. If property was built between 1970-1990 check for dux quest (black plastic piping). This type of piping will likely burst, damaging your property.
24. If your roof is old, ask a roofing contractor to check the condition to prevent water damage.
25. Check the spouting is firmly held in position.
26. Look to see if the gutters show any sign of rusting or need cleaning out.
27. Check any decks for sturdiness.
28. Check the outside walls are in good condition, with no signs of cracked weatherboards or panels.
29. Confirm the fences are in good condition and won't blow over in the wind.
30. Check the letterbox doesn't need repairs, and is firmly fixed in position.
31. Engage a gardener to keep the weeds down and mow the lawns.
32. Secure stays on windows to allow tenants to ventilate the property securely.
33. **Appoint an agent in New Zealand.**  
When leaving the country for more than 21 days in a row, under section 16A of the Residential Tenancies Act landlords are legally required to appoint an agent to manage their property.
34. **Inform tenants about new agent.**  
Once you've appointed an agent you must inform the tenants of the agent's contact details, and fill out a Change of Landlord form for the MBIE's Tenancy Services, then contact the Bond Centre to update their records with your agent's name to allow tenants to receive their bond back when they leave.



## One last thing

Leaving your rental property in Auckland doesn't need to be hard. To make things easy we can do all this for you! Helping keep your worries at bay and maintain your investment property's profitability.

We can:

- Be available day and night, every day of the week to receive and respond to tenant queries.
- Collect rent, and immediately follow up rent arrears if they occur.
- Advertise your property to get the best tenant selection - we use oversized For Rent signs, flyers, online listings, and promote properties in our weekly newsletters to our database of over 3,500 tenants actively searching the Wellington market, plus other marketing strategies.
- Provide careful tenant selection, where all tenants are triple referenced checked and credit checked to find reliable tenants who will care for your property and pay rent on time.
- Provide regular communications, and our Client Login allows owners to easily obtain reports regarding tenancies, rent payments and inspections, so you can keep on top of things while away.

...and we do everything else that's required to manage the property and tenants so you have peace of mind.

Information about this report: We (the property managers) have endeavoured to show all rents reported by all property managers and individual's as listed on publicly available sources for the mentioned period. We believe this information to be accurate, whilst all care has been taken, no representation on their own enquires. Properties displayed are only those which have been publicly listed and let by property managers within our company. We advise you seek independent advice on your area statistics if you are thinking about buying and renting an investment property.

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