

Open Home

checklist

APARTMENT OR UNIT

A Handy Checklist for Inspections

Before deciding to buy your dream apartment.

Property Information & Details

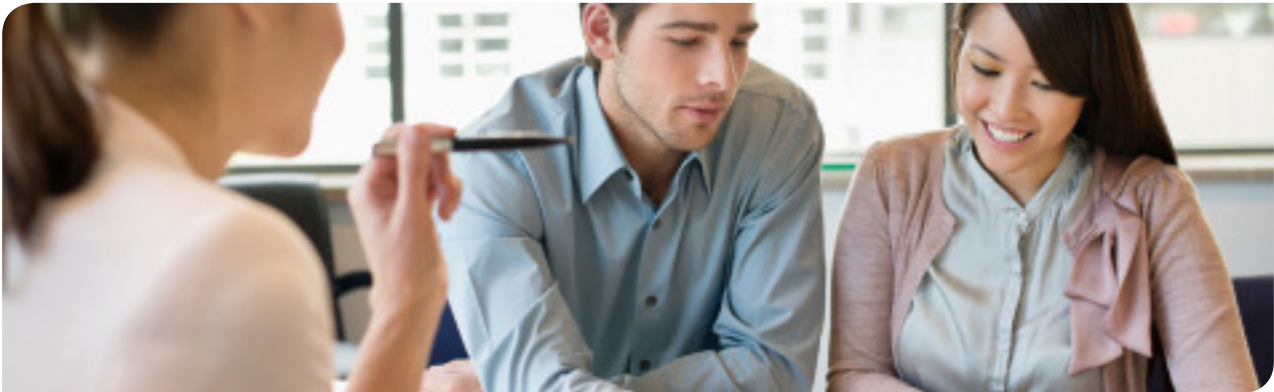
Check out the inside and outside of your property.

Bedroom, Bathroom, Kitchen?

Make sure every thing is in a good condition.



Check off those items that are in good condition and make notes about those that are not. As you'll see this list describes an ideal apartment but keep in mind, no home is perfect – not even brand new ones.



Property Information

Address of property	
Inspection date/time	
Name of Real Estate Salesperson	
Salesperson contact details	
Sale price	
Sale price negotiable	Yes / No
Auction date	
Expected auction price	
Any offers already made	Yes / No
How much	



Property Details

Land size (sqmetres)	
Which way does the apartment / Unit face	North, South, East, West
Rain water tanks	Yes / No
Solar panels	Yes / No
Do you need to renovate? If so what do you need to do	Yes / No
Noise from neighbours, traffic, railway, aircraft etc	Yes / No
Security	Yes / No
Insulation	Yes / No
Proximity to: <ul style="list-style-type: none"> • Schools • Public transport • Park • Shop 	
Rates/Fees: <ul style="list-style-type: none"> • Body Corporate • Other 	Yes \$ / No Yes \$ / No
Any proposed maintenance, or other building works	Yes \$ / No



Outside the Apartment or Unit

Is the paint work in good condition	Yes / No
Is the building free from damp?	Yes / No
Are there cracks in the walls?	Yes / No
Are the porch/stairs in good condition?	Yes / No
Is the front door in good condition?	Yes / No
Are the windows in good condition?	Yes / No
Is there good security?	Yes / No
Is there a lift?	Yes / No



Interior of Apartment or Unit

Living areas	Living Room	Dining Room	Study
Size			
Are walls in good condition	Yes / no	Yes / no	Yes / no
Is ceiling in good condition	Yes / no	Yes / no	Yes / no
Are windows in good condition	Yes / no	Yes / no	Yes / no
Flooring type			
Enough Storage	Yes / no	Yes / no	Yes / no
Air-con / ceiling fan	Yes / no	Yes / no	Yes / no
Media outlets	Yes / no	Yes / no	Yes / no
Telephone points	Yes / no	Yes / no	Yes / no
Heating / fireplace	Yes / no	Yes / no	Yes / no
Need for renovations	Yes / no	Yes / no	Yes / no



Bedrooms

Bedrooms	1	2	3
Size			
Will the room be affected by noise and light eg street lights, trucks, neighbours, etc	Yes / No	Yes / No	Yes / No
Ensuite	Yes / No	Yes / No	Yes / No
Built in storage	Yes / No	Yes / No	Yes / No
Air con / ceiling fan	Yes / No	Yes / No	Yes / No
Heating	Yes / No	Yes / No	Yes / No
Telephone points	Yes / No	Yes / No	Yes / No
Flooring			
Need for renovations	Yes / No	Yes / No	Yes / No
Need for painting	Yes / No	Yes / No	Yes / No



Bathrooms

Bathrooms	1	2	3
Size			
Ensuite	Yes / No	Yes / No	Yes / No
Shower	Yes / No	Yes / No	Yes / No
Bath	Yes / No	Yes / No	Yes / No
Vanity	Yes / No	Yes / No	Yes / No
Toilet in bathroom	Yes / No	Yes / No	Yes / No
Ventilation	Yes / No	Yes / No	Yes / No
Exhaust fan	Yes / No	Yes / No	Yes / No
Storage space	Yes / No	Yes / No	Yes / No
Tiled/painted			
Flooring			
Need for renovations	Yes / No	Yes / No	Yes / No
Need for painting	Yes / No	Yes / No	Yes / No



Kitchen

Kitchen	
Size	
Enough storage ?	Yes / No
Enough bench space?	
Cooktop condition	Good / Fair / Bad
Oven condition	Good / Fair / Bad
Exhaust fan	Yes / No
Hot water	Gas / Electric
Condition of dishwasher	Good / Fair / Bad
Are there enough power points	Yes / No
Is the lighting adequate	Yes / No
Does it need renovation	Yes / No



Laundry

Laundry	
Is there an internal laundry	Yes / No
Is there outside access from laundry	Yes / No
Is there a shared laundry	Yes / No
If internal, is there enough room:	
For a washing machine?	Yes / no
Dryer?	Yes / no
Room for clothes to dry?	Yes / no
Are there sufficient power points	Yes / No

Garaging / Car Space

Garaging / Car space	
Garage	Yes / No
Number or spaces	
Remote access	Yes / No
Secure parking	Yes / No

In most cases the flat or apartment you are considering will be a strata title. Strata title is individual ownership of a unit or apartment within a multi-unit complex.

At settlement, you will receive a certificate of title for the unit you bought and become a joint owner of the common property (common areas shared by all the unit owners). If you buy the property you will have the right to vote on decisions about the operations of the owners corporation and among other responsibilities must:

- Pay annual owners body corporate fees, levies and charges
- Obey body corporate rules

The Unit Titles Act 2010 includes disclosure requirements for buying and selling unit title properties.

The Unit Titles Act 2010 includes disclosure requirements for buying and selling unit title properties such as apartments and townhouse developments. Vendors must supply formal disclosures to buyers at three separate stages of a transaction:

- Before any sale and purchase agreement is signed.
- Before the settlement date.
- If additional disclosure is specifically requested by the buyer.

These disclosure requirements only apply to unit title developments. You can tell if a property is a unit title development because the record of title will state either 'stratum in freehold' or 'stratum in leasehold'. If in doubt, check with a lawyer or licensed conveyancing practitioner.

Pre-contract disclosure

The pre-contract disclosure provides prospective buyers with information about the property they are looking to buy. It includes basic information about the unit and the development.

Vendors must provide a pre-contract disclosure statement to buyers before a sale and purchase agreement is signed. The pre-contract disclosure statement must include certain prescribed information and be in prescribed form (Form 18 of the Unit titles.)

Pre-settlement disclosure

Vendors must provide a pre-settlement disclosure statement to buyers when a sale and purchase agreement has been signed and before the transaction has settled. This disclosure must be accompanied by a certificate provided by the body corporate that certifies the information in the statement is correct.

The pre-settlement disclosure must be provided no later than the 5th working day before the settlement date. If it is not provided by this time, the buyer can either:

- delay settlement until the 5th working day after it is provided or
- cancel the sale and purchase agreement by giving 10' days notice.

The purpose of the pre-settlement disclosure statement is to give the buyer a summary of the current fees and charges relating to the unit and information on whether there are any proceedings pending against the body corporate, and if there have been any changes to the body corporate operational rules.

Vendors should prepare this statement with assistance from their lawyer or licensed conveyancing practitioner and are expected to meet the related costs.

Additional disclosure

The vendor must provide additional statements if requested by the buyer. You can either require a full additional disclosure statement or request some but not all of the information that would otherwise be in that statement. You may request this at any time before the close of one of these two dates (whichever occurs first):

- The 5th working day after the date of sale and purchase agreement was entered into
- The 10th working day before the settlement date noted in the sale and purchase agreement.

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