

## PROPERTY DETAILS

Have the following information available:

- ☐ Property address
- ☐ Year the property was built
- ☐ Property type:
  - ☐ House
  - ☐ Townhouse
  - ☐ Apartment or unit
- ☐ For apartments and units:
  - ☐ Number of storeys in the building
  - ☐ Number of units in the building

## HEATING

For the main living room or largest living area, have information about:

- ☐ What type of heating is installed
- ☐ Whether the heater is permanently installed
- ☐ Whether the heater is working
- ☐ When the heater was installed
- ☐ The heater's heating capacity in kW
- ☐ The heater's make and model
- ☐ Room dimensions:
  - ☐ Length
  - ☐ Width
  - ☐ Ceiling height

### Helpful documents

- ☐ Heater specifications

- ☐ Manufacturer information
- ☐ Installation records
- ☐ Photos of the heater and model label
- ☐ Previous heating assessments

**Tip: If you don't know the heater's capacity, Warmly can help identify the model using AI-powered search.**

## INSULATION — CEILING INSULATION

If accessible, have information about:

- ☐ Whether ceiling insulation is installed
- ☐ Approximate insulation thickness
- ☐ Approximate installation date
- ☐ Whether there are any gaps
- ☐ Whether gaps are required for safety clearances
- ☐ The condition of the insulation
- ☐ R-value
- ☐ Also note whether the property has:
  - ☐ No accessible roof or ceiling cavity
  - ☐ A cathedral ceiling
  - ☐ Another habitable space directly above

## INSULATION — UNDERFLOOR INSULATION

- ☐ Whether underfloor insulation is installed
- ☐ Whether the property has an accessible underfloor space
- ☐ Whether the floor is a concrete slab
- ☐ Approximate installation date
- ☐ Whether there are any gaps
- ☐ Whether gaps are required for safety clearances

☐ The condition of the insulation

☐ R-value

#### Helpful documents

☐ Insulation installation records

☐ Product information

☐ Invoices or receipts

☐ Photos of insulation

☐ Building consent or compliance documents

☐ Previous insulation assessments

## VENTILATION — WINDOWS AND OPENABLE AREAS

☐ Whether there is a window, door or skylight that opens to the outside

☐ Whether it can stay fixed in an open position for ventilation

☐ Whether the openable area is sufficient for the room

## VENTILATION — KITCHEN

☐ Whether there is an extractor fan

☐ Whether it vents outside

☐ When it was installed

☐ Airflow capacity in L/s

☐ Duct diameter in mm

☐ Make and model

☐ Whether it is working correctly

## VENTILATION — BATHROOMS AND ENSUITES

For each bathroom or ensuite, have information about:

- ☐ Whether there is an extractor fan
- ☐ Whether it vents outside
- ☐ When it was installed
- ☐ Airflow capacity in L/s
- ☐ Duct diameter in mm
- ☐ Make and model
- ☐ Whether it is working correctly

## VENTILATION — CONTINUOUS MECHANICAL VENTILATION OR EXTRACTION SYSTEM

If your property has a continuous mechanical ventilation or extraction system, have information about:

- ☐ Whether it draws air from outside
- ☐ Whether it was included in the original building consent
- ☐ The building consent approval date
- ☐ Kitchen extraction capacity
- ☐ Bathroom extraction capacity
- ☐ System specifications or documentation

### Helpful documents

- ☐ Ventilation system specifications
- ☐ Extractor fan model numbers
- ☐ Manufacturer information
- ☐ Installation records
- ☐ Building consent documents
- ☐ Previous ventilation assessments

## MOISTURE AND DRAINAGE

- ☐ Whether the property has gutters and downpipes

- ☐ The condition of gutters and downpipes
- ☐ Where downpipes discharge rainwater
- ☐ Whether water pools or collects around the property after rain
- ☐ If the property has an enclosed subfloor, have information about:
  - ☐ Whether a ground moisture barrier is installed
  - ☐ The condition of the ground moisture barrier

#### Helpful evidence

- ☐ Photos of gutters and downpipes
- ☐ Photos of drainage around the property
- ☐ Photos of the subfloor
- ☐ Photos of the ground moisture barrier
- ☐ Previous moisture or drainage assessments

## DRAUGHT STOPPING

Be ready to identify any noticeable draughts or unreasonable gaps around:

- ☐ Doors
- ☐ Windows
- ☐ Floors
- ☐ Walls
- ☐ Ceilings
- ☐ Skylights
- ☐ Pipes or service openings
- ☐ Extractor fans or vents
- ☐ Electrical outlets or switches
- ☐ If the property has an unused fireplace or chimney, have information about:
  - ☐ Whether it is blocked
  - ☐ If it is not blocked, whether there is a written agreement between the landlord and tenant allowing it to remain open

#### Helpful evidence

- ☐ Photos of any gaps
- ☐ Photos of fireplace/chimney

## EXEMPTIONS

If you believe a Healthy Homes exemption(s) may apply, have information about:

- ☐ The type of exemption (general or specific)
- ☐ The reason the exemption may apply
- ☐ Any relevant supporting documentation

**Tip: Warmly can help identify potential exemption pathways based on the information you provide. You will need to provide supporting evidence.**

## DOCUMENTS TO HAVE AVAILABLE

If you have them, it can be useful to gather:

- ☐ Healthy Homes Compliance Statement
- ☐ Building consent documents
- ☐ Code of Compliance Certificates
- ☐ Property plans
- ☐ Previous Healthy Homes assessments
- ☐ Heating specifications
- ☐ Heater installation records
- ☐ Insulation records and R-values
- ☐ Ventilation system specifications
- ☐ Extractor fan specifications
- ☐ Airflow information
- ☐ Invoices and receipts for relevant work
- ☐ Photos
- ☐ Written agreements relating to an unblocked fireplace or chimney

 Documents supporting any claimed exemption(s)