

Evidence Checklist for Landlords

Keep the Right Evidence for Healthy Homes & Property Management

HEALTHY HOMES COMPLIANCE RECORDS

Keep:

- ☐ Current Healthy Homes Compliance Statement
- ☐ Previous Healthy Homes Compliance Statements
- ☐ Healthy Homes assessment reports
- ☐ Records of when Compliance Statements were provided to tenants
- ☐ Evidence relied on when determining compliance
- ☐ Records of identified compliance issues
- ☐ Records showing when compliance issues were resolved

EVIDENCE SUPPORTING THE PROPERTY'S CONDITION

Keep relevant evidence such as:

- ☐ Inspection reports
- ☐ Photos of relevant property features
- ☐ Photos before and after compliance work
- ☐ Contractor reports
- ☐ Specialist assessments
- ☐ Building information
- ☐ Property plans
- ☐ Building consent documents
- ☐ Code Compliance Certificates
- ☐ Manufacturer specifications
- ☐ Product information
- ☐ Installation records

HEATING RECORDS

Keep supporting evidence relevant to heating, including:

- ☐ Heater specifications
- ☐ Heating calculations or assessments
- ☐ Heater installation records
- ☐ Name and relevant qualifications of any heating specialist used

INSULATION RECORDS

Keep evidence relevant to insulation, including:

- ☐ Insulation product specifications
- ☐ Insulation assessment reports
- ☐ Insulation R-values
- ☐ Insulation installation records
- ☐ Invoices or receipts
- ☐ Photos of completed work
- ☐ Records of repairs, replacement or upgrades

VENTILATION RECORDS

For ventilation systems and extractor fans, keep:

- ☐ Product specifications
- ☐ Airflow information
- ☐ Installation records
- ☐ Building consent or other building documentation, where relevant
- ☐ Photos of installations
- ☐ Contractor or installer records
- ☐ Maintenance and repair records
- ☐ Records of replacement or upgrades

MOISTURE INGRESS AND DRAINAGE RECORDS

Keep records of relevant work and issues, including:

- ☐ Photos of drainage and moisture-related areas
- ☐ Drainage or moisture assessment reports
- ☐ Ground moisture barrier records, where applicable
- ☐ Gutter and downpipe maintenance records
- ☐ Records of water ingress or moisture issues
- ☐ Repair invoices
- ☐ Photos showing completed repairs

DRAUGHT STOPPING RECORDS

Keep evidence relevant to draught stopping, including:

- ☐ Records of draught-stopping work
- ☐ Evidence of fireplace or chimney being blocked, where applicable

EXEMPTION RECORDS

If you rely on a Healthy Homes exemption, keep evidence that demonstrates the circumstances supporting the exemption and, where applicable, the steps you have taken to meet the standards as far as reasonably practicable.

- ☐ Identify the exemption being relied on
- ☐ Record the circumstances supporting the exemption
- ☐ Assessment or inspection reports
- ☐ Photos
- ☐ Building information
- ☐ Consent documents
- ☐ Evidence relating to the property's construction
- ☐ Evidence of relevant restrictions
- ☐ Correspondence supporting the exemption
- ☐ Written agreements, where required
- ☐ Record of when the exemption was assessed
- ☐ Evidence of reasonable steps taken to comply, where applicable

TENANCY RECORDS

Property management records should include tenancy, property inspections, repairs and maintenance, and communication records.

- ☐ Current tenancy agreement
- ☐ Previous tenancy agreements
- ☐ Records of documents provided to the tenant
- ☐ Records of tenancy renewals or changes
- ☐ Bond and rent records

PROPERTY INSPECTIONS

- ☐ Initial inspection report
- ☐ Routine inspection reports
- ☐ Inspection photos
- ☐ Records of issues identified
- ☐ Follow-up actions
- ☐ Evidence that completed work was checked

REPAIRS AND MAINTENANCE

For repairs and maintenance, keep:

- ☐ Tenant's maintenance request
- ☐ Date the issue was reported
- ☐ Description of the issue
- ☐ Quotes
- ☐ Contractor details
- ☐ Work orders or instructions
- ☐ Invoices and receipts
- ☐ Photos before and after work
- ☐ Date the work was completed
- ☐ Records of any follow-up work

IMPORTANT COMMUNICATIONS

Keep important written communications relating to:

- ☐ Maintenance requests
- ☐ Compliance issues
- ☐ Repairs
- ☐ Inspections
- ☐ Exemptions
- ☐ Written agreements
- ☐ Contractor instructions
- ☐ Notices and correspondence between the landlord and tenant
- ☐ Other significant property decisions

BEFORE YOU CLOSE A PROPERTY FILE

Check that:

- ☐ The current Healthy Homes Compliance Statement is stored
- ☐ Supporting compliance evidence is stored
- ☐ Any claimed exemptions have supporting evidence
- ☐ Repairs and maintenance are documented
- ☐ Inspection reports and relevant photos are stored
- ☐ Invoices and receipts are attached to the relevant work
- ☐ Important tenant communications are retained
- ☐ Outstanding issues are clearly recorded
- ☐ Documents can be linked to the correct property
- ☐ Records are easy to find when needed