



QUARTERLY CHECKLIST

Seasonal property maintenance

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A quarterly checklist for Auckland landlords

Reactive maintenance is two to three times more expensive than scheduled maintenance, and most preventable issues in Auckland rental property fall into a predictable seasonal pattern — moisture and roofing in autumn, mould risk through winter, deck and exterior preparation in spring. Use this checklist to plan a rolling 12-month maintenance programme.

Who pays for what? In a managed tenancy the landlord pays for fair wear-and-tear repairs and any compliance work. Tenants pay for damage they cause and for routine items the tenancy agreement assigns to them (changing light bulbs, replacing smoke alarm batteries, basic garden tidy). When in doubt, the Residential Tenancies Act 1986 is the reference.

Summer • December – February

Long days, dry weather. The window for exterior work, painting, and deck repairs.

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| ■ Check exterior paintwork; book a re-paint if more than 5 years old or visibly flaking | |
| ■ Service the heat pump filter and outdoor unit | Tenants can do indoor filter; arrange tradesperson for outdoor |
| ■ Check window seals and weather strips before next winter | Replace perished rubber |
| ■ Clear gutters before autumn leaf drop | |
| ■ Inspect roof from ground level for missing or lifted tiles after winter wind | |
| ■ Mow lawns and trim back vegetation overhanging the roofline | Tenant responsibility unless garden is included in lease |
| ■ Treat any timber decks | Sand and re-stain every 2-3 years |
| ■ Annual landlord property inspection (Tribunal best practice) | We run quarterly inspections; this is the more detailed one |

Autumn • March – May

Leaf drop, increasing humidity. Drainage and ventilation become critical.

- Clear gutters and downpipes (second clean of the year if many trees)

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| ■ Test smoke alarms and replace any past expiry | Landlord must supply working alarms;
tenant tests |
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| ■ Test extractor fans in kitchen and bathroom for airflow | |
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| ■ Check ground vapour barrier still intact under suspended floors | |
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| ■ Check ground drains away from the building | |
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| ■ Bleed and test heating before winter; book a service if more than 12 months | |
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| ■ Confirm tenant has insurance contents cover | Landlord policy doesn't cover tenant's belongings |
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| ■ Check chimneys / open fireplaces are blocked off if unused | |
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Winter · June – August

Wettest period in Auckland. Mould risk peaks. Most heating call-outs land here.

■ Check for mould in bathroom corners, behind furniture, on window seals	Catch early
■ Confirm tenant knows how to use ventilation and heating effectively	Send a one-pager
■ Inspect roof from inside (attic / ceiling space) for leaks after heavy rain	
■ Check exterior drainage during the next heavy rain	Note ponding
■ Service heat pump if not done in autumn	
■ Mid-tenancy inspection (quarterly cadence)	Photos to the owner
■ Check for blocked or slow drains	
■ Re-seal any visible draughts	Cheap silicone, big tenant comfort win

Spring · September – November

Getting the property ready for the renewal season — most Auckland tenancies turn over in summer.

■ Trim trees and overgrown plants before storm season	
■ Test gutters and downpipes after winter use	
■ Spring property inspection (quarterly cadence)	Now's the time to plan any renewal work
■ Pre-tenancy inspection if a renewal isn't expected	
■ Schedule any internal paint between tenancies	
■ Check window catches and external locks	
■ Garden tidy / lawn first cut of the season	Tenant responsibility unless garden included
■ Refresh the move-in pack (if you have one)	

Annual items (any time)

■ Smoke alarm photoelectric working	Landlord must supply working alarms; mandatory under the Smoke Alarm Regulations 2016
■ Building insurance renewal	
■ Landlord/contents insurance renewal	
■ Body corp levy (if applicable)	
■ Watercare account up to date	
■ Healthy Homes compliance statement refreshed at each tenancy variation	
■ Annual rent review (RTA 1986)	Cannot review more than once in any 12-month period
■ Independent insulation top-up check (every 5 years)	Most R-values degrade over time

Approximate budgeting

A useful rule of thumb for Auckland weatherboard or fibro stock: budget 1.0% to 1.5% of the property's current insurance replacement value per year on maintenance, averaged over 5 years. Brick-and-tile is usually lower. Older weatherboard pre-1960 stock can run higher when paint and timber maintenance compound.

Want this run as part of your management? Max Rentals can implement and track this checklist for your managed properties — including chasing trades, coordinating tenant access, and putting evidence into your monthly statements. Email us at info@maxrentals.co.nz to talk it through.