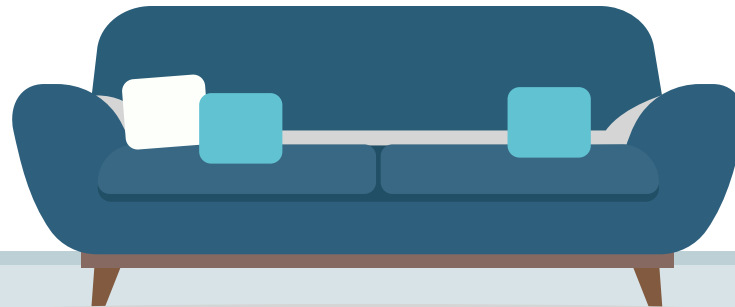
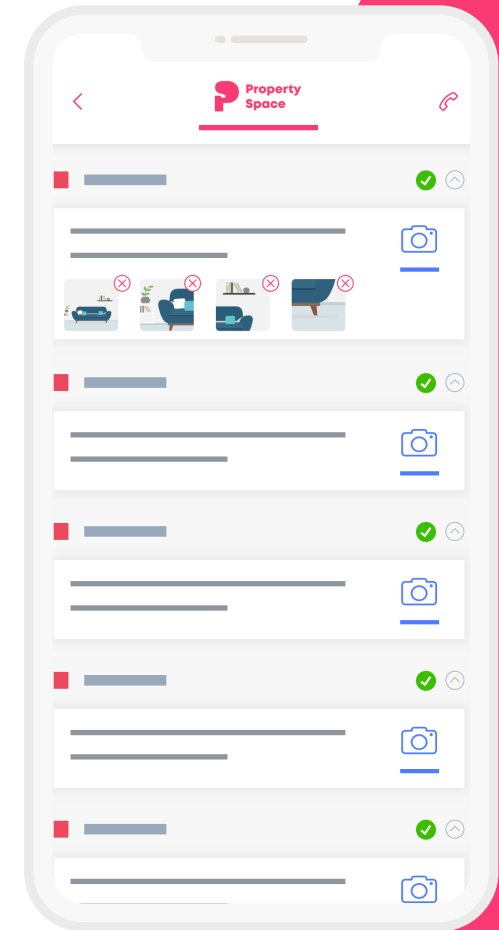


Tenant Assisted Inspections (TAI) Guide for Tenants

The purpose of this guide is to explain how to conduct Tenant Assisted Inspections using Property Space

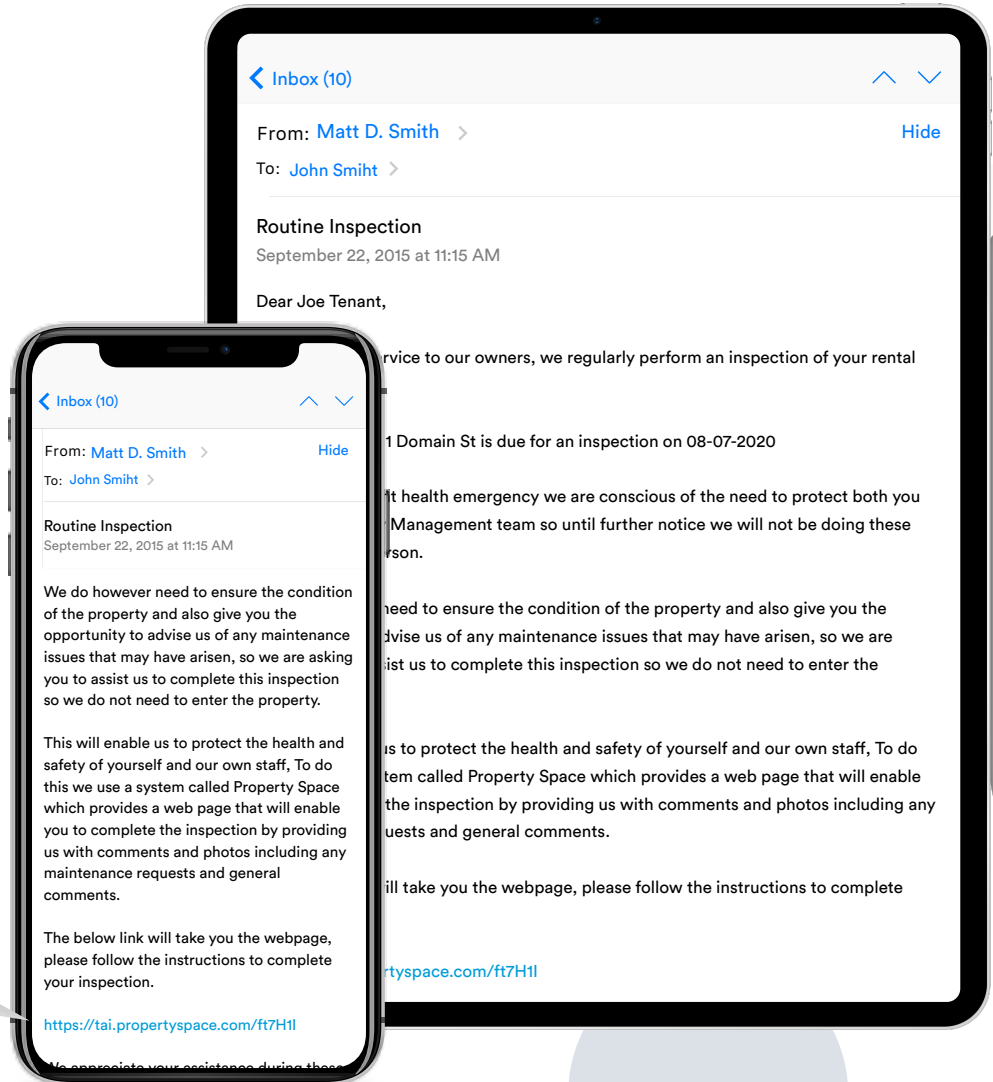




Step
1

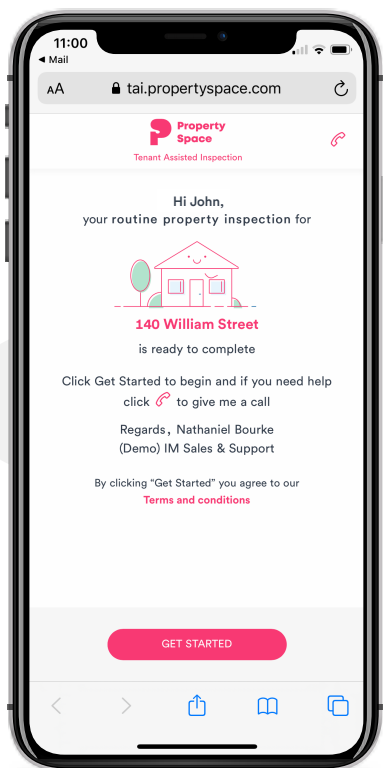
Check your phone or tablet for an email from your Property Manager that will contain a link that looks similar to the one displayed below, simply tap on the link to begin your inspection.

<https://tai.propertyspace.com/ft7H1l>

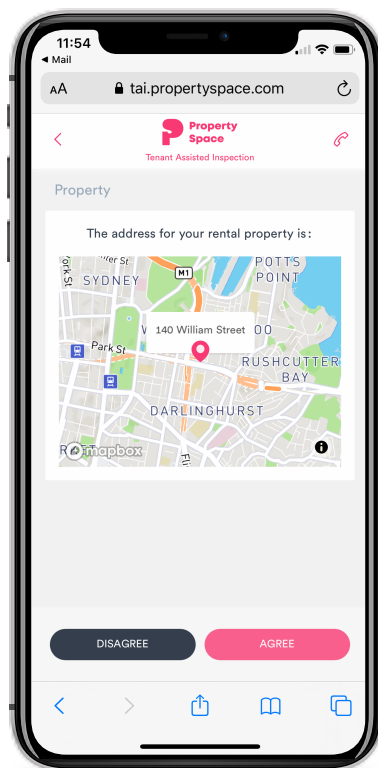


Step 2

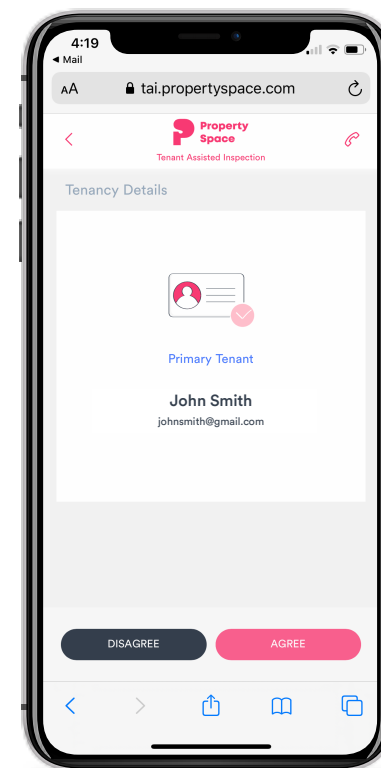
On the greeting screen, tap **“GET STARTED”** to continue.



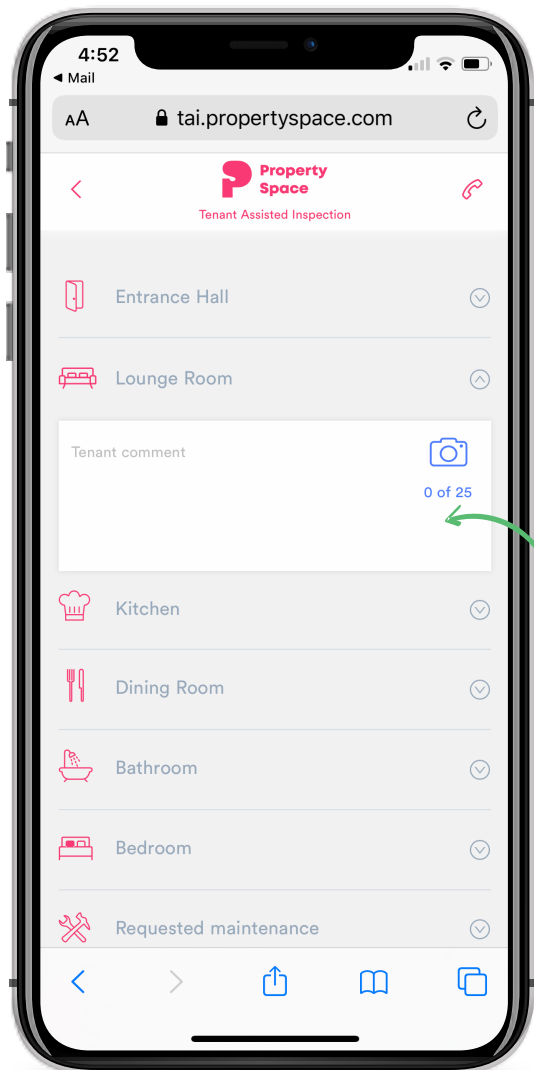
Review your address and tap **“AGREE”** to continue.



Review your name and contact details then tap **“AGREE”** to continue.

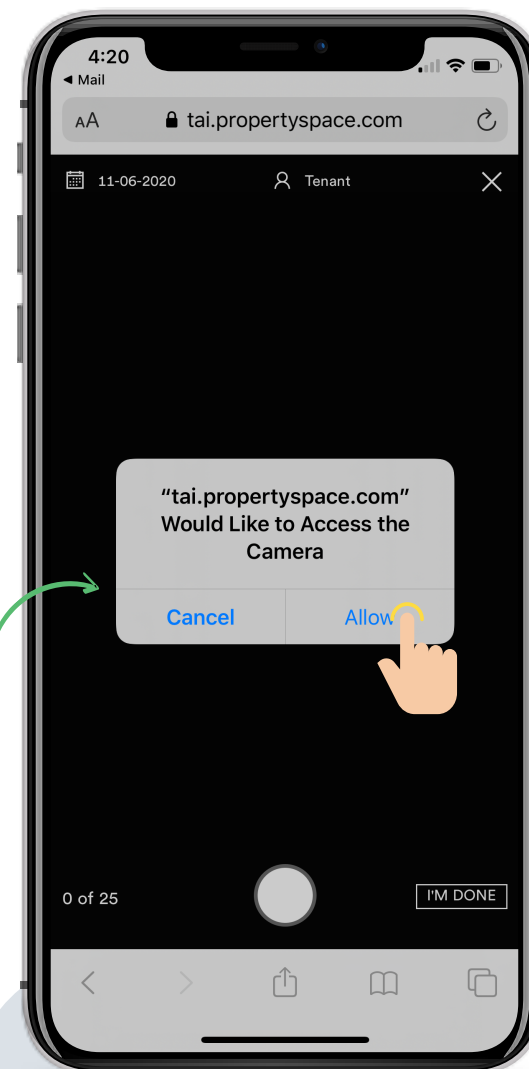


Step 3



On the next page, you can tap on the camera symbol to begin taking photos.

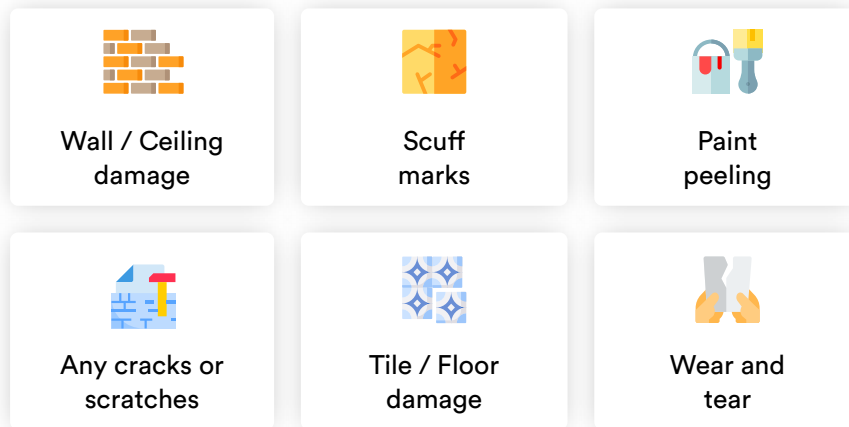
You will be prompted to Allow access to your camera via the browser, tap "Allow". (If you tap "Cancel" you will be unable to take pictures.)



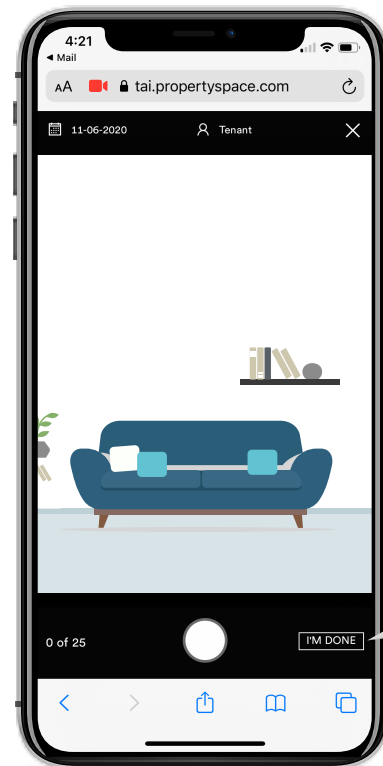
Step 4

Take up to 25 photos in each room of the property layout.

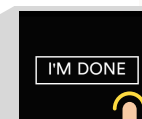
Be sure to take pictures of the following:



Plus any other issues you come across.



Then tap “I’M DONE” to return to the property layout.

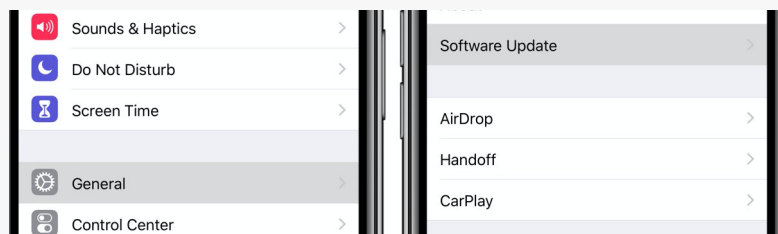


If the tenant is stating that they can not take photos it is because their device is using an older operating system software, they need to update their device to the latest version.



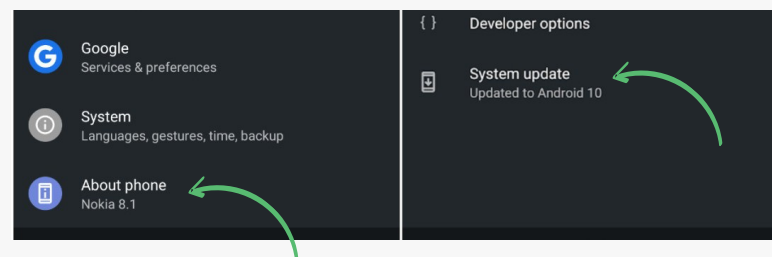
Apple Devices

Settings > General >
Software Update

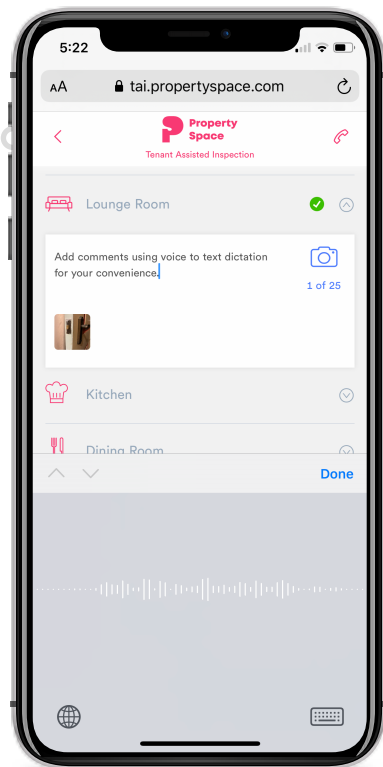


android 

Settings > About Phone >
Check For Updates > Update



Step 5

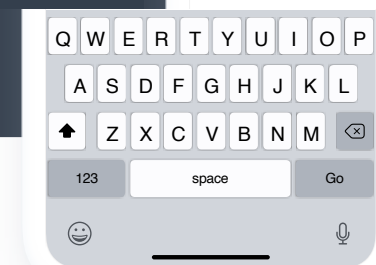


Add comments to each room by **tapping on the box** and either type your comment or use voice-to-text dictation.

Be sure to mention anything that would be of importance to the Property Manager.

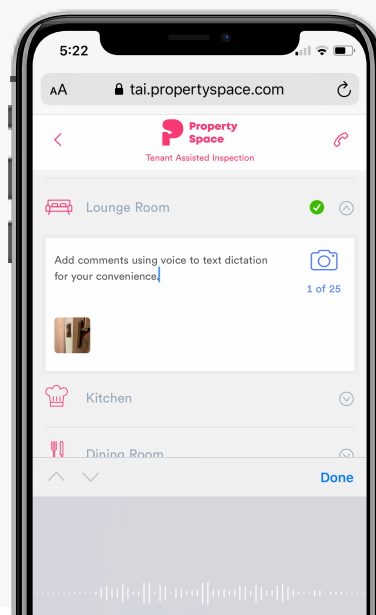
Mention any damage, scuff marks, scratches or cracks.

The option to use **voice-to-text dictation** is indicated as a small microphone symbol on your devices keyboard.

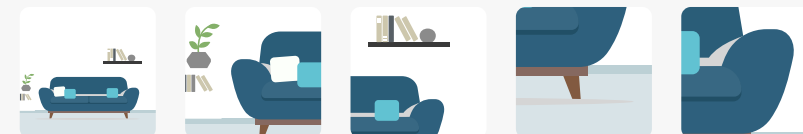


Step 6

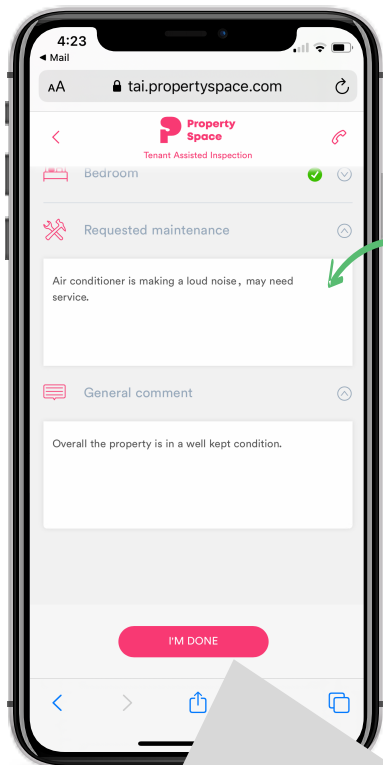
Each room that has had photos added to it, will indicate this with the following symbol:



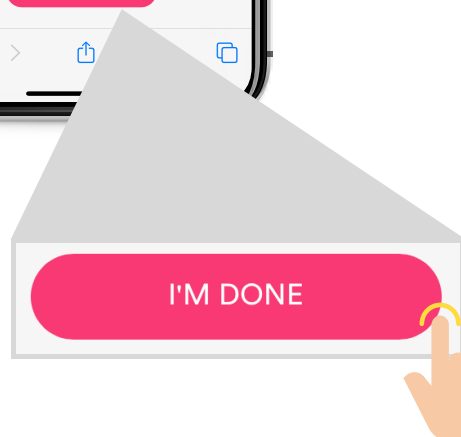
It is best to add at least 5-10 images for each room and add comments.



Step 7



At the end of the layout you will find 2 sections labelled **“Requested maintenance”** and **“General comment”**, please add in any additional related comments here.



Once you have done this tap **“I'M DONE”** to continue.

Step 8

To finalise the inspection tap **“Send”**, this will send the inspection to your Property Manager.

