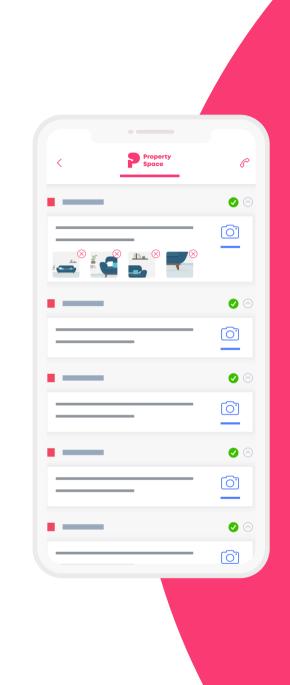


Tenant Assisted Inspections (TAI) Guide for Tenants

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

Y



Step

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

From: Mat To: John Sn	tt D. Smith > Hid niht >
Routine Ins September 2	spection 22, 2015 at 11:15 AM
Dear Joe Tei	nant,
✓ Inbox (10)	rvice to our owners, we regularly perform an inspection of your rental
From: Matt D. Smith > Hide To: John Smith >	
Routine Inspection September 22, 2015 at 11:15 AM	It health emergency we are conscious of the need to protect both you Management team so until further notice we will not be doing these rson.
We do however need to ensure the condition of the property and also give you the opportunity to advise us of any maintenance issues that may have arisen, so we are asking you to assist us to complete this inspection so we do not need to enter the property.	heed to ensure the condition of the property and also give you the dvise us of any maintenance issues that may have arisen, so we are
This will enable us to protect the health and safety of yourself and our own staff, To do this we use a system called Property Space which provides a web page that will enable you to complete the inspection by providing us with comments and photos including any	
maintenance requests and general comments.	ill take you the webpage, please follow the instructions to complete
The below link will take you the webpage, please follow the instructions to complete your inspection.	rtyspace.com/ft7H1l
https://tai.propertyspace.com/ft7H1I	

Ο

Step

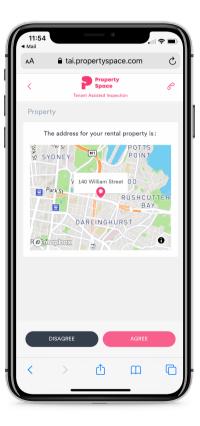


On the greeting screen, tap **"GET STARTED"** to continue.

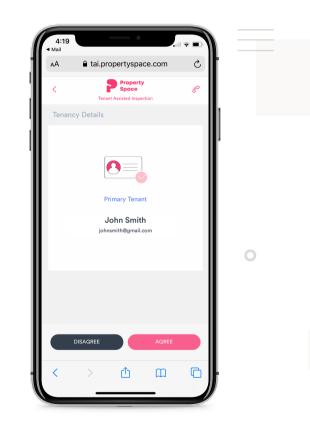
0



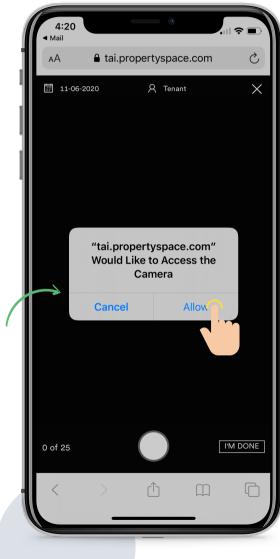
Review your address and tap **"AGREE"** to continue.

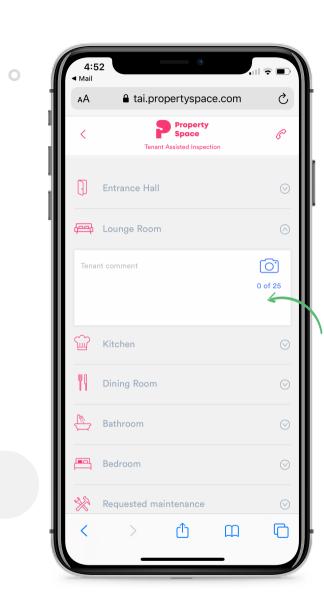


Review your name and contact details then tap **"AGREE"** to continue.







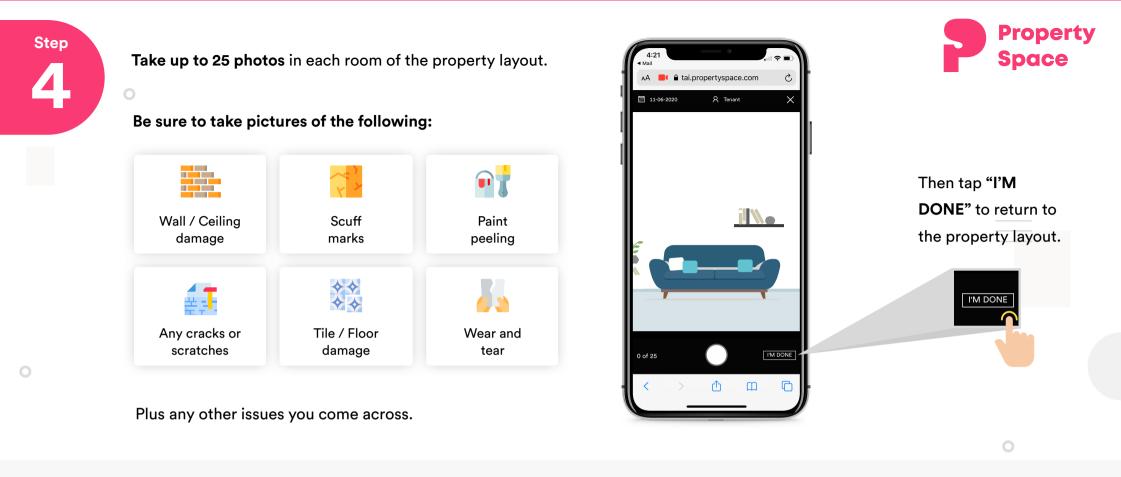


On the next page, you can tap on the camera symbol to begin taking photos.

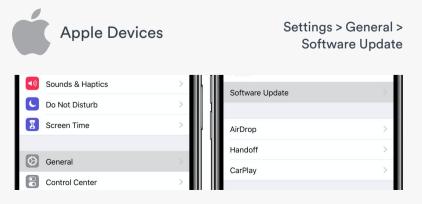
Ο

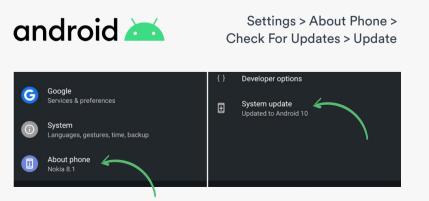
You will be prompted to Allow access to your camera via the browser, tap "Allow". (If you tap "Cancel" you will be unable to take pictures.)

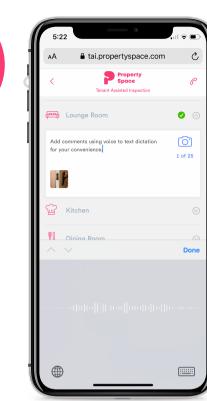
Step



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.



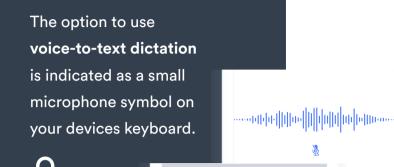




Add comments to each room by **tapping on the box** and either type your comment or use voice-to-text dictation.

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

Mention any damage, scuff marks, scratches or cracks.



123

Q W E R T Y U I O P

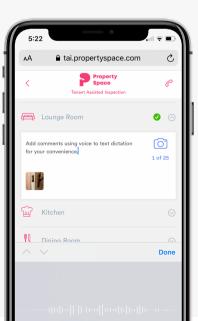
A S D F G H J K L ◆ Z X C V B N M ⊗

snace

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.



Go

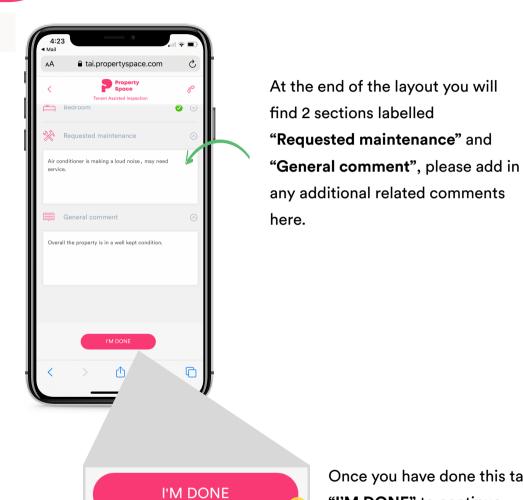
::::::



Step



Ο



Once you have done this tap "I'M DONE" to continue.

Step



To finalise the inspection tap "Send", this will send the inspection to your Property Manager.

