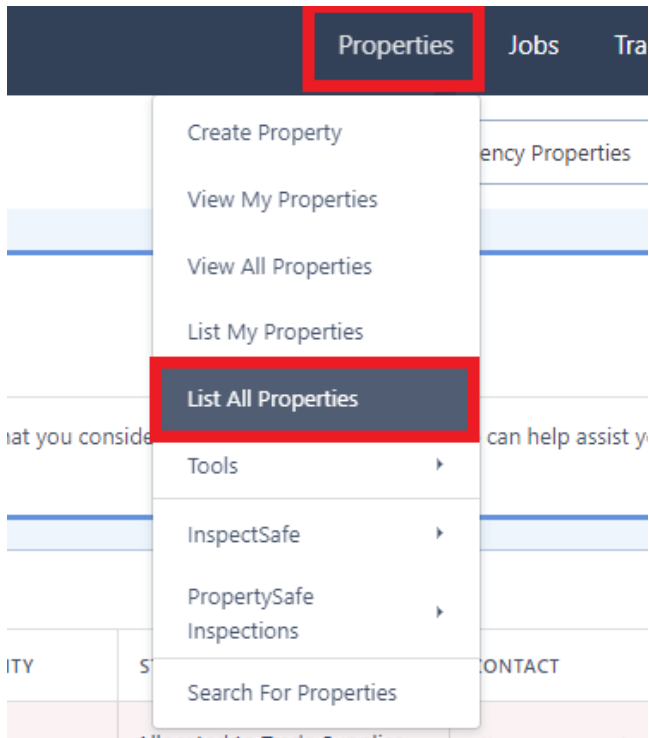
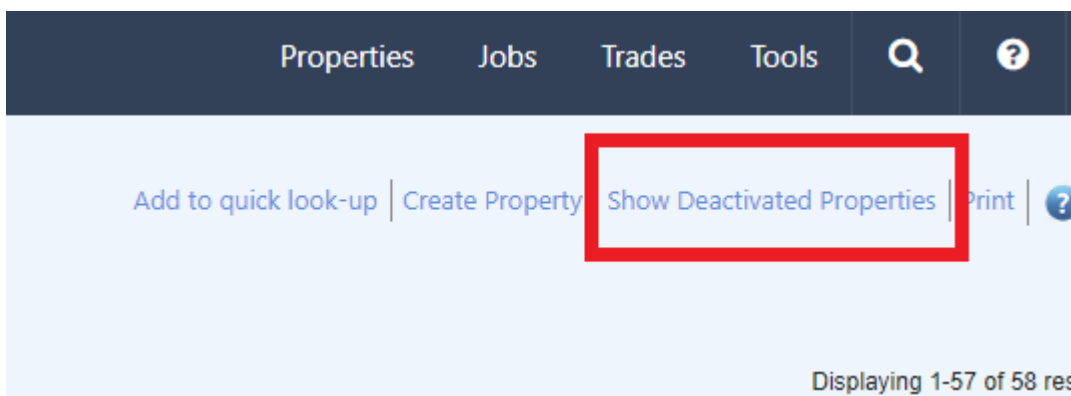


This document is a guide on how to generate InspectSafe Report for your deactivated properties and download them onto your computer.

1. Go to Properties → List All Properties



2. From the sub-menu on the top right, select "Show deactivated properties".



3. Click on the property address.

TRUST ID	ADDRESS	LANDLORD	E
WHT1-37	Sandy Point, 1/37 White Cres	Doug & Kylie Jones	nicole.flanagan@

4. Click on the InspectSafe Inspection Tab

1/37 White Cres, Sandy Point  
(Deactivated)

PROPERTY DETAILS	ACTION HISTORY	MAINTENANCE REQUEST HISTORY	DEFERRED M	
INSPECTSAFE INSPECTIONS	SETTINGS	PHOTOS	NOTES	DOCUMENTS

**FIT FOR HABITATION ACT:** *Unscheduled*  
This property has not had an inspection, [Order a Fit for Habitation Evaluation.](#)

5. Click on the Inspection Ref number.

Create Inspection

## Inspection History

REFERENCE	INSPECTION TYPE	STATUS
PI2051	Routine	Finalised

6. Scroll down until you can see Landlord Report and Tenant Report. If you have previously generated the report the button will show “ View Report”. If you never generated the report, it will show “Generate Report”. Please note, you can only view or generate report if the status of the inspection is Finalised.

Template	Bedrooms 0 Bathrooms 0 Car Spaces 0 <a href="#">Modify Template</a>
Executive Summary	<a href="#">Edit</a>
Summary (Tenant Notes)	<a href="#">Edit</a>
Summary (Internal Notes)	<a href="#">Edit</a>
Landlord Report	<a href="#">Generate PDF</a>
Tenant Report	<a href="#">Generate PDF</a>
Send	<a href="#">Send Options</a>