



Inspection Prompt Library

Pre-Sale Improvement Report Services

Version 1.0

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Controlled Document

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Confidential Business Document

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This document forms part of the Red Cardinal Building Solutions client documentation and should be read in conjunction with any associated service agreement, terms and conditions or report documentation where applicable.



Terms & Conditions

1. Purpose

This document establishes the standard inspection prompts used throughout the Red Cardinal Building Solutions Agent Portal.

The purpose of these prompts is to ensure consistent, high-quality information is collected from real estate professionals following a property appraisal inspection.

The information obtained forms the foundation of the Red Cardinal Listing Advantage Report™ and directly influences the quality, accuracy and strategic value of the recommendations provided.

This document promotes consistency across every report produced by Red Cardinal Building Solutions while maintaining a strong focus on buyer psychology, presentation and market readiness.

2. Scope

This procedure applies to:

- Agent Portal submissions
- Listing Advantage Reports™
- Internal inspections
- Future staff training
- Digital inspection platforms
- Future homeowner portal (where applicable)

3. Inspection Philosophy

Red Cardinal Building Solutions does not assess properties as a building inspector.

Every room and external area is assessed through the eyes of a potential buyer.

The objective is to identify opportunities that improve presentation, reduce buyer hesitation and increase the property's perceived value before going to market.



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4. The Red Cardinal Inspection Principles

Every assessment should consider:

- Overall presentation
- First impressions
- Functionality
- Buyer psychology
- Cleanliness
- Lifestyle appeal
- Maintenance perception
- Cost-effective improvement opportunities
- Market readiness
- Features that positively influence buyer appeal
- Features that may reduce buyer confidence

5. The Red Cardinal Rule

Assess every area through the eyes of a potential buyer, not through the eyes of a builder.

The objective is not to identify construction defects or compliance issues.

The objective is to identify presentation improvements that improve buyer perception and maximise market appeal.

6. Standard Inspection Methodology

Every inspection area should follow the same structure:

Overall Condition

- Excellent
- Good
- Average
- Poor



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7. Agent Assessment

The inspection prompt should guide the agent to provide observations relevant to that specific area of the property.

Each prompt should encourage practical observations rather than technical opinions.

8. Photo Upload

Photographs should:

- Be clear
- Be well lit
- Be landscape orientation where possible
- Show the entire space
- Include additional photographs of any notable presentation issues

Avoid:

- Blurry photographs
- Dark photographs
- Close-up photographs unless highlighting a specific issue
- Duplicate photographs

9. Room Inspection Prompts

9.1 Entry & Street Appeal

Assess the property's first impression from the street.

Focus on:

- Façade
- Landscaping
- Driveway
- Paths
- Front fencing
- Entry door
- Street appeal



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- Lighting
- Presentation
- Buyer first impressions

9.2 Entry & Hallway/s

Assess the transition into the home.

Focus on:

- Sense of space
- Flow
- Flooring
- Walls
- Paintwork
- Lighting
- Natural light
- Ceiling height
- Décor
- Overall presentation

9.3 Living Room

Assess the room as the home's primary living space.

Focus on:

- Furniture layout
- Space
- Flow
- Natural light
- Flooring
- Window furnishings
- Paintwork
- Comfort



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- Buyer appeal

9.4 Dining Room

Assess the room's entertaining appeal.

Focus on:

- Layout
- Functionality
- Flow
- Furniture placement
- Natural light
- Presentation
- Entertaining potential

9.5 Kitchen

Assess the kitchen as one of the property's highest-value rooms.

Focus on:

- Cabinetry
- Benchtops
- Splashback
- Appliances
- Storage
- Lighting
- Flooring
- Functionality
- Presentation



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9.6 Laundry

Assess practicality and presentation.

Focus on:

- Cabinetry
- Laundry tub
- Storage
- Benchtops
- Lighting
- Flooring
- Functionality
- Ventilation
- Cleanliness

9.7 Bedroom

Assess comfort and accommodation.

Additional Information Required

Wardrobe Type

- Walk-in Robe
- Built-in Wardrobe
- Freestanding Wardrobe
- No Wardrobe

Flooring Type

- Carpet
- Timber
- Hybrid
- Laminate
- Tiles
- Vinyl
- Other



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Focus on:

- Room size
- Furniture layout
- Storage
- Natural light
- Flooring
- Paintwork
- Buyer comfort
- Presentation

9.8 Bathroom

Assess cleanliness and presentation.

Focus on:

- Vanity
- Shower
- Bath
- Toilet
- Tapware
- Mirrors
- Tiles
- Grout
- Silicone
- Ventilation
- Lighting
- Storage



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9.9 Ensuite

Assess the ensuite as part of the primary bedroom suite.

Focus on:

- Presentation
- Comfort
- Fixtures
- Lighting
- Ventilation
- Cleanliness
- Buyer appeal

9.10 Garage

Assess functionality and storage.

Focus on:

- Garage door
- Storage
- Organisation
- Accessibility
- Lighting
- Flooring
- Presentation
- Cleanliness

9.11 Alfresco

Assess outdoor entertaining appeal.

Focus on:

- Layout
- Entertaining
- Roofing



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- Flooring
- Lighting
- Outdoor kitchen
- Flow from living areas
- Presentation

9.12 Rear Yard

Assess outdoor lifestyle.

Focus on:

- Landscaping
- Lawns
- Gardens
- Privacy
- Entertaining
- Paving
- Decking
- Presentation

9.13 Side Access & Service Areas

Assess practical access and maintenance.

Focus on:

- Side gates
- Pathways
- Drainage (visible only)
- Fencing
- Air-conditioning units
- Clotheslines
- Bin storage
- Service areas



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- Presentation

9.14 Pool Area

Assess outdoor lifestyle and presentation.

Focus on:

- Water presentation
- Paving
- Fencing
- Landscaping
- Pool equipment (visible only)
- Entertaining appeal
- Cleanliness
- Presentation

9.15 Pool House

Assess as a lifestyle extension.

Focus on:

- Functionality
- Layout
- Presentation
- Lighting
- Storage
- Amenities
- Comfort



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9.16 Granny Flat Inspection

The Granny Flat should be assessed as a secondary dwelling suitable for independent living.

Consider:

- Functionality
- Comfort
- Privacy
- Presentation
- Buyer appeal
- Potential accommodation
- Rental appeal

9.17 Granny Flat Living

Focus on:

- Space
- Comfort
- Layout
- Natural light
- Presentation
- Functionality

9.18 Granny Flat Kitchen

Focus on:

- Layout
- Storage
- Appliances
- Functionality
- Presentation
- Suitability for independent living



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9.19 Granny Flat Bedroom

Additional Information Required

Wardrobe Type

- Walk-in Robe
- Built-in Wardrobe
- Freestanding Wardrobe
- No Wardrobe

Focus on:

- Comfort
- Natural light
- Storage
- Presentation
- Independent living suitability

9.20 Granny Flat Bathroom / Ensuite

Focus on:

- Fixtures
- Cleanliness
- Ventilation
- Lighting
- Storage
- Presentation
- Functionality