

# Virtual Inspections - Guide for Tenants and Renters

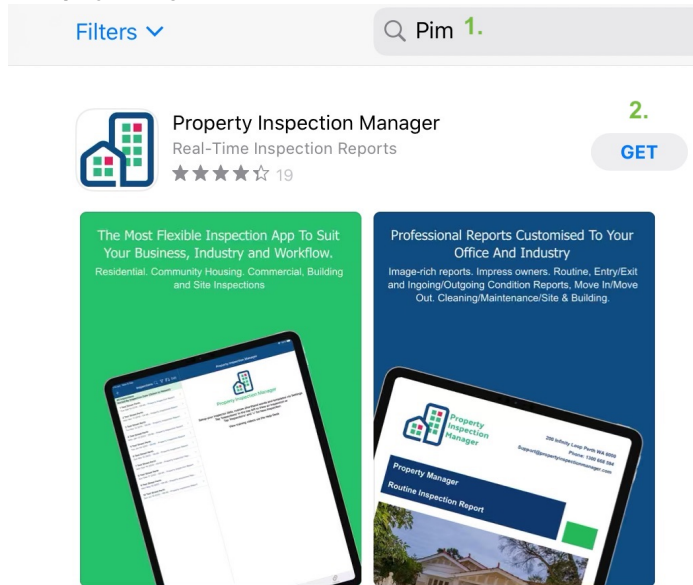
Modified on: Wed, 18 Aug, 2021 at 1:49 PM

To help you with your **Virtual Inspections using PIM** please follow this guide for step by step instructions.

**Step 1:** Download PIM for **FREE** from the [App Store](https://apps.apple.com/au/app/property-inspection-manager/id434350432) (<https://apps.apple.com/au/app/property-inspection-manager/id434350432>). (Available on iPhone/iPad).

Search for "PIM" or "Property Inspection Manager" **(1)** in the App Store then tap **GET (2)** to install.

If you have adjusted your "Text Size" for your screen you may need to revert this back to the standard size by navigating to **Apple Settings > Display & Brightness > Text Size >** and **slide the bubble to the left** so it is under halfway. PIM will work better using these Settings.



**Step 2:** Locate the new **PIM** icon on your iPad or iPhone and tap to open.



**Step 3:** Click the **"Be our Guest"** button.



## Property Inspection Manager

v4.1.18 (389) - AU

The Inspection App for  
Professional Property Managers

Email

Password

Login

Login above using your provided credentials, OR

For New Users, login below

[Be our Guest](#)

By using PIM you are agreeing to our

[Terms of Service](#)

**Step 4: Tap “Residential Property” and then Continue.**

### Residential or Commercial PIM

To help us choose the correct mode for using PIM, please choose one of the below. (To customise later, goto Settings > Advanced)

Residential Property

Includes residential specific customisations, layouts & report templates.

Commercial Property

Includes commercial specific customisations, layouts & report templates, including offices etc

Cancel

Continue

**Step 5: Select your State in the list and tap Continue again.**

### Customise Residential PIM

To help us choose the correct report format in PIM, please choose your region.

Australia - ACT

Routine and Ingoing/Outgoing Condition Reports Available

Australia - New South Wales

Routine and Ingoing/Outgoing Condition Reports Available

Australia - Northern Territory

Routine and Property Condition Reports Available

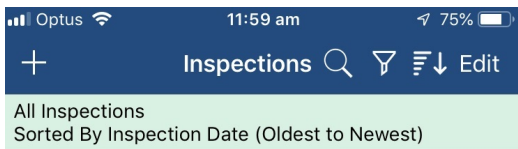
Australia - Queensland

Routine and Entry/Exit Condition Reports Available

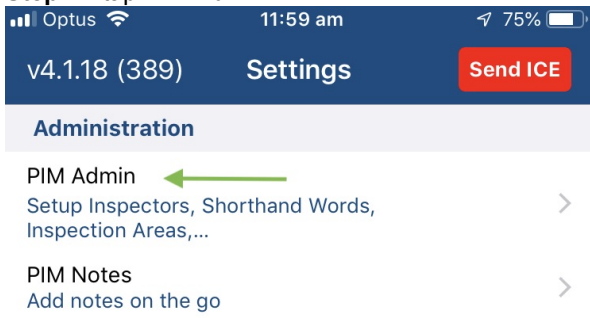
Cancel

Continue

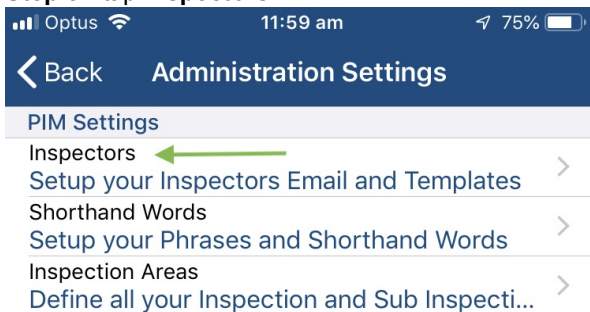
**Step 6: Go to Settings**



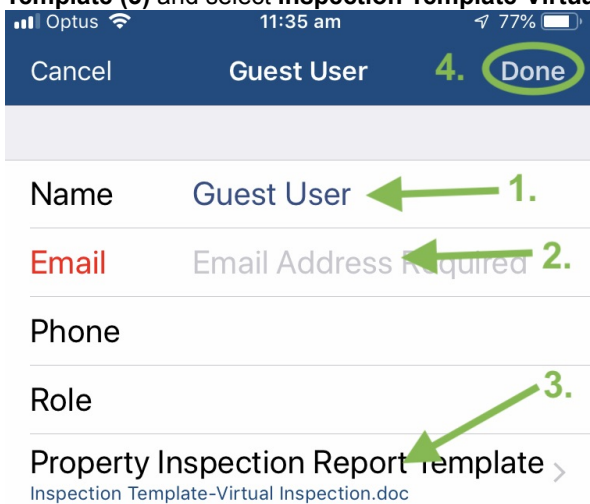
#### Step 7: tap PIM Admin



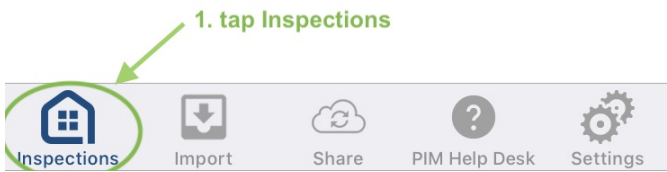
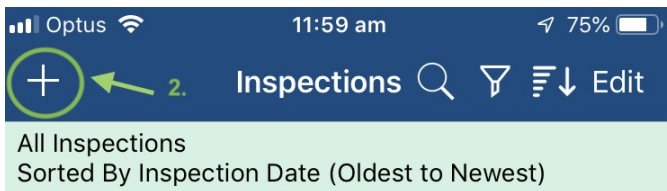
#### Step 8: tap Inspectors



#### Step 9: Tap 'Guest User' (1) and update with your Full Name and Email address (2). Tap on Property Inspection Report Template (3) and select Inspection Template-Virtual Inspection.doc and hit Done (4).

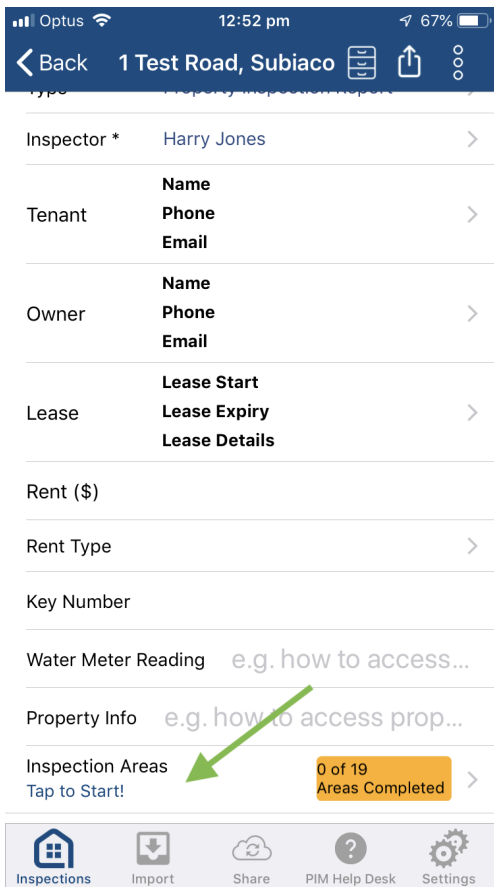


#### Step 7: Tap Inspections and then tap + in the top left, select Small: 3 Bed x 2 Bedroom x 1 Garage profile.

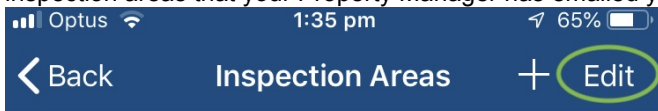


**Step 8:** Select the Inspection and enter your **Address, Suburb, Postcode** and **Tenant** details in the Tenant section. Once you have entered all the necessary details. Tap **Done** in the top right.

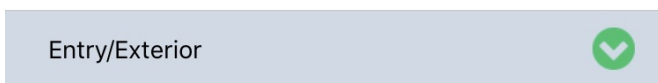
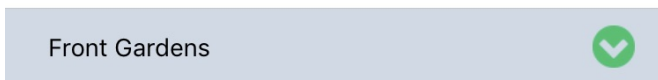
Select your Inspection, scroll to the bottom the Inspection details screen and Tap **Start!**



**Step 9:** In the Inspection Areas screen, using the **Edit** and the "+" button in the top left, Add or Delete areas to match the inspection areas that your Property Manager has emailed you.



TAP '+' BUTTON TO ADD A NEW INSPECTION AREA  
TAP 'EDIT' TO REORDER/DELETE.






**Step 10:** Add any notes, record the condition and take photos of all areas of interest. Photos will be better if they are taken in landscape mode (or if iPhone or iPad is held horizontally)



Optus 1:35 pm 64%

< Back Inspection Areas + Edit

Area Front Gardens >

Notes   


tap here to add your notes tap to take picture






Additional Notes  

Quick Check Clean ☒ Undamaged ☒  
Working ☒ Maintenance ☐

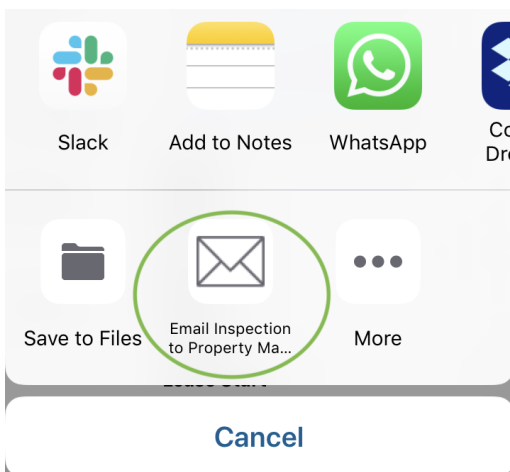
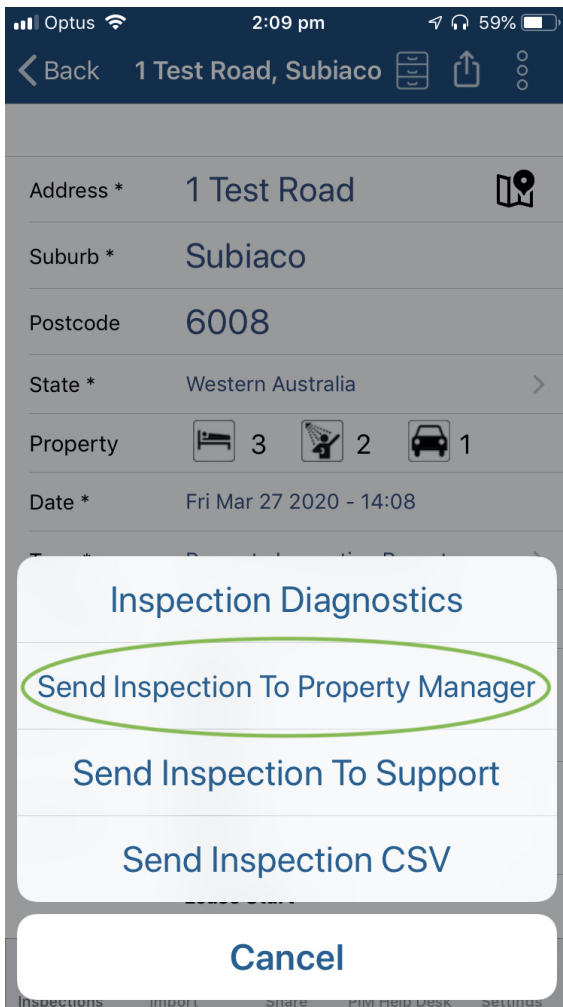
Tap once to tick, twice to cross, and once more to turn off.  
Labels configurable in Settings.

Photo 0 >

Entry/Exterior 

 Inspections
  Import
  Share
  PIM Help Desk
  Settings

**Step 11:** Once finished, navigate back to the Inspection Details screen. In the top right-hand corner tap the **"3 Dots"** (top right corner), and then tap **Send Inspection to Property Manager** and tap **Email Inspection to Property Manager** and type in their email address and hit **Send**. This will send the Inspection directly to your Property Manager's together with all the notes and photos that were taken using PIM.



**Step 12:** Let your Property Manager know you have successfully sent the inspection so they can import it into their device.

**Practice good social distancing and stay healthy!**

**Here is the guide in PDF format**

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