PROPERTY ADDRESS

UNIT / BUILDING

INSPECTOR

MANAGER / CONTACT

DATE / TIME

TYPE: [ ] Move-out [ ] Move-in [ ] Routine [ ] Pre-list / acquisition [ ] Other

ELECTRICAL & SAFETY

Reviewed [ ] Not inspected [ ] No access [ ]

	ISSUE TO RECORD	QTY	ROOM / AREA	PHOTO	NOTES / DETAIL
☐	GFCI outlet will not trip or reset	ea			
☐	GFCI protection location needs verification	loc			
☐	GFCI receptacle is damaged or loose	ea			
☐	Receptacle or switch does not work	ea			
☐	Outlet or switch cover missing / broken	ea			
☐	Exterior outlet weatherproof cover missing	ea			
☐	Loose or damaged light fixture	ea			
☐	Light fixture does not operate	ea			
☐	Smoke alarm missing or inoperative	ea			
☐	CO alarm missing or inoperative (if applicable)	ea			
☐	Exposed or damaged electrical wiring (visible)	loc			
☐	Ceiling fan does not operate	ea			

GFCI COUNTS BY AREA

Cross-reference electrical findings; do NOT add as extra charges

Kitchen	Bath(s)	Garage	Exterior	Laundry	Other

Count affected locations, not an assumed number of GFCI devices. Verify the needed repair before pricing.

SAFETY ESCALATION

If you encounter a suspected electrical hazard, gas odor, active flooding, or unstable structure:
Do not test or repair it yourself. Stop entry/work in the affected area and notify the manager promptly.

PROPERTY: _____ UNIT: _____

PLUMBING & BATHROOMS

Reviewed [ ] Not inspected [ ] No access [ ]

	ISSUE TO RECORD	QTY		ROOM / AREA	PHOTO	NOTES / DETAIL
[ ]	Faucet dripping or leaking		ea			
[ ]	Leak under sink / drain / supply line		loc			
[ ]	Sink or tub drain slow / clogged		ea			
[ ]	Toilet leaks or keeps running		ea			
[ ]	Toilet loose at floor		ea			
[ ]	Toilet seat missing or damaged		ea			
[ ]	Sink stopper missing / inoperative		ea			
[ ]	Shower / tub valve or faucet leaks		ea			
[ ]	Tub or shower caulking / grout failed		loc			
[ ]	Bathroom exhaust fan inoperative		ea			
[ ]	Water damage at sink cabinet / vanity		loc			

KITCHEN & APPLIANCES

Reviewed [ ] Not inspected [ ] No access [ ]

	ISSUE TO RECORD	QTY		ROOM / AREA	PHOTO	NOTES / DETAIL
[ ]	Loose / missing cabinet hinge or pull		ea			
[ ]	Cabinet door or drawer damaged / missing		ea			
[ ]	Countertop or backsplash damaged		loc			
[ ]	Garbage disposal leaking / not operating		ea			
[ ]	Dishwasher leaking / not operating		ea			
[ ]	Range / cooktop burner not operating		ea			
[ ]	Oven not heating or not operating		ea			
[ ]	Range hood / kitchen vent inoperative		ea			
[ ]	Refrigerator leaking / not operating		ea			

Notes: _____

PROPERTY: _____ UNIT: _____

HVAC & WATER HEATER

Reviewed [ ] Not inspected [ ] No access [ ]

	ISSUE TO RECORD	QTY		ROOM / AREA	PHOTO	NOTES / DETAIL
☐	HVAC filter missing / dirty		ea			
☐	Supply register or return grille damaged		ea			
☐	Thermostat does not operate correctly		ea			
☐	Heating or cooling system not operating		sys			
☐	Visible A/C condensate leak or backup		loc			
☐	Visible HVAC duct / vent issue		loc			
☐	Water heater visibly leaking / corroded		ea			
☐	Water heater pan / drain issue visible		ea			

GARAGE, LAUNDRY & UTILITY

Reviewed [ ] Not inspected [ ] No access [ ]

	ISSUE TO RECORD	QTY		ROOM / AREA	PHOTO	NOTES / DETAIL
☐	Washer hose / laundry supply leak		loc			
☐	Laundry drain backing up / leaking		loc			
☐	Dryer vent visibly damaged / disconnected		loc			
☐	Garage wall / drywall damaged		area			
☐	Garage door / opener inoperative		ea			
☐	Visible unsecured water / utility line		loc			

SYSTEM / MOISTURE OBSERVATIONS

Location, visible conditions, and affected equipment: _____

_____

Suspected cause, unavailable access, or specialist needed: _____

PROPERTY: _____ UNIT: _____

DOORS, WINDOWS & HARDWARE

Reviewed [ ] Not inspected [ ] No access [ ]

	ISSUE TO RECORD	QTY		ROOM / AREA	PHOTO	NOTES / DETAIL
☐	Interior door will not latch / close		ea			
☐	Exterior door will not secure / latch		ea			
☐	Door knob / lockset missing or damaged		ea			
☐	Door loose at hinge / rubbing frame		ea			
☐	Door weatherstripping / sweep damaged		ea			
☐	Window screen damaged / missing		ea			
☐	Window lock missing / inoperative		ea			
☐	Window will not open / close		ea			
☐	Window glass cracked / broken		ea			
☐	Sliding patio door track / roller issue		ea			

INTERIOR & FINISHES

Reviewed [ ] Not inspected [ ] No access [ ]

	ISSUE TO RECORD	QTY		ROOM / AREA	PHOTO	NOTES / DETAIL
☐	Wall / ceiling drywall holes or damage		area			
☐	Water stain / suspected moisture damage		area			
☐	Interior paint touch-ups needed		room			
☐	Room / wall repaint needed		room			
☐	Baseboard / trim damaged or missing		lf			
☐	Tile floor broken / missing		sf			
☐	Vinyl / laminate floor damaged		sf			
☐	Carpet damaged / loose / stained		area			
☐	Floor transition loose / trip hazard		ea			
☐	Closet shelf / rod loose or missing		ea			

Notes: _____

PROPERTY: _____ UNIT: _____

EXTERIOR, ROOF & GROUNDS

Reviewed [ ] Not inspected [ ] No access [ ]

	ISSUE TO RECORD	QTY		ROOM / AREA	PHOTO	NOTES / DETAIL
[ ]	Roof tiles broken or slipped (visible)		loc			
[ ]	Roof flashing / waterproofing concern		loc			
[ ]	Gutter clogged / holding water		loc			
[ ]	Downspout missing or loose		ea			
[ ]	Fence leaning / damaged		loc			
[ ]	Gate / latch damaged or will not close		ea			
[ ]	Stucco / siding damaged		area			
[ ]	Walkway / patio trip hazard		loc			
[ ]	Hose bib dripping / loose		ea			
[ ]	Vegetation contacting home / equipment		loc			

TURNOVER & MAKE-READY

Reviewed [ ] Not inspected [ ] No access [ ]

	ISSUE TO RECORD	QTY		ROOM / AREA	PHOTO	NOTES / DETAIL
[ ]	General cleaning needed		room			
[ ]	Trash / abandoned debris removal		load			
[ ]	Carpet cleaning needed		room			
[ ]	Blinds / window coverings missing		ea			
[ ]	Rekey / lock change requested		set			
[ ]	Doorstop / small hardware missing		ea			

ADDITIONAL / UNLISTED REPAIR FINDINGS

1. Issue: _____ Qty: ____ Room: _____ Photo: _____
2. Issue: _____ Qty: ____ Room: _____ Photo: _____
3. Issue: _____ Qty: ____ Room: _____ Photo: _____

INSPECTOR HANDOFF

Inspector signature / initials: _____ Date: _____ Photos attached: Yes [ ] No [ ]

Manager review: [ ] Pending [ ] Approved for estimating [ ] Specialist assessment required