

# PROPERTY MANAGEMENT INSPECTION CHECKLIST



LOCATION		PREPARED BY	DATE
TASK / ITEM		CONDITION / DETAILS	
HEATING & COOLING			
	RAISE AND LOWER THERMOSTAT TO ENSURE PROPER FUNCTION		
	CHECK ALL VENTS / RADIATORS FOR PROPER FUNCTION		
	ALLOW HEAT TO RUN AND SHUT OFF AUTOMATICALLY		
	ALLOW A/C TO RUN AND SHUT OFF AUTOMATICALLY		
	LOCATE COLD AIR RETURNS. CHECK FOR PROPER PLACEMENT		
ELECTRICAL			
	TURN ON AND OFF ALL SWITCHES AND FIXTURES		
	PLUG A RADIO OR LAMP INTO EACH OUTLET		
	TEST DOORBELL		
	CHECK THAT HEAVY DUTY LINES EXIST WHERE NEEDED		
PLUMBING			
	TURN ON AND OFF ALL FAUCETS		
	ALLOW WATER TO RUN FOR SEVERAL MINUTES		
	CHECK DRAINAGE IN EACH BASIN		
	CHECK FOR LEAKS AND DRIPS		
WINDOWS			
	INSPECT ALL GLASS FOR BREAKS AND CRACKS		
	OPEN AND CLOSE ALL WINDOWS		
	CHECK FOR AIR LEAKS BY HOLDING A MATCH OR LIGHTER		
	CHECK THAT SCREENS ARE IN GOOD CONDITION		
	CHECK HARDWARE, LOCKS AND HINGES		
DOORS			
	CHECK THAT ALL DOORS OPEN EASILY AND PROPERLY		
	ENSURE LATCHES CATCH		
	OPEN DOORS TO CHECK FOR PROPER STOPPER ALIGNMENT		
	CHECK ALL DOOR LOCKS FOR FUNCTIONALITY		
	CHECK FOR GAPS UNDER DOORS AT THRESHOLDS		

TASK / ITEM	CONDITION / DETAILS
<b>BEDROOM 1</b>	
WALLS	
FLOORS	
WINDOWS	
CLOSET INTERIOR	
CLOSET DOORS	
ELECTRICAL	
OVERHEAD LIGHTING / FANS	
<b>BEDROOM 2</b>	
WALLS	
FLOORS	
WINDOWS	
CLOSET INTERIOR	
CLOSET DOORS	
ELECTRICAL	
OVERHEAD LIGHTING / FANS	
<b>LIVING ROOM</b>	
WALLS	
FLOORS	
WINDOWS	
ELECTRICAL	
OVERHEAD LIGHTING / FANS	
<b>KITCHEN</b>	
INSPECT CABINETS, FIXTURES AND FINISHES	
INSPECT COUNTERTOPS FOR CRACKS AND SCRATCHES	
CHECK CABINETS FOR STURDY SHELVING AND HINGES	
CHECK DRAWERS FOR SMOOTH OPENING AND CLOSING	
CHECK APPLIANCE FUNCTIONALITY AND PROPER HOOK-UPS	
WALLS	
FLOORS	
WINDOWS	
<b>BATH</b>	
ALLOW SHOWERS / TUB FIXTURES TO RUN	
CHECK FOR PROPER FLOW AND TEMPERATURE	
ALLOW WATER TO "PUDDLE" TO CHECK FOR PROPER DRAINAGE	
CHECK BASINS FOR CHIPS / CRACKS	
FLUSH TOILETS	
CHECK THAT TOILETS ARE PROPERLY SET FOR SAFETY AND LEAKS	
CHECK CABINETS, CLOSETS, AND FLOORS FOR MOISTURE	
WALLS	
FLOORS WINDOWS	

TASK / ITEM	CONDITION / DETAILS
<b>BONUS ROOM</b>	
WALLS	
FLOORS	
WINDOWS	
CLOSET INTERIOR	
CLOSET DOORS	
ELECTRICAL	
OVERHEAD LIGHTING / FANS	
<b>HALLWAYS</b>	
WALLS	
FLOORS	
WINDOWS	
ELECTRICAL	
OVERHEAD LIGHTING / FANS	
<b>EXTERIOR, PORCHES, AND DECKS</b>	
CHECK SIDING / BRICK FOR CONDITION AND EVEN COVERAGE	
CHECK SIDING / BRICK FOR APPEARANCE	
CHECK GUTTERS, DOWNSPOUTS, AND DRAINAGE AREAS	
CHECK SIDEWALKS, PORCH AND PATIO FLOORS FOR CRACKS	
ENSURE STURDINESS OF ALL RAILINGS	
CHECK FOR LOOSE / EXPOSED NAILS AND SCREWS	
CHECK STURDINESS OF PORCHES AND DECKS	
<b>ATTIC AND BASEMENT</b>	
CHECK FOR MOISTURE / MOLD	
INSPECT WALLS, FLOORS, AND CEILINGS FOR WATER DAMAGE	
INSPECT ALL HVAC SYSTEMS	
CHECK VENTILATION SYSTEM ELEMENTS	
INSPECT FOR SIGNS OF INFESTATION	
<b>GARAGE AND ADDITIONAL STRUCTURES</b>	
INSPECT DOORS	
ENSURE THAT ANY REMOTE DOOR OPENERS ARE AVAILABLE	
ASK ABOUT ANY LOCK CODES	
CHECK FLOORS FOR CRACKS AND PROPER DRAINAGE	
<b>MISCELLANEOUS</b>	
ALL SMOKE / CO2 DETECTORS	
ANY SECURITY SYSTEMS	
INTERCOMS	

TASK / ITEM	CONDITION / DETAILS
<b>MISCELLANEOUS</b>	
<b>ADDITIONAL COMMENTS</b>	