



## GENERAL PROPERTY INSPECTION

Property Address: \_\_\_\_\_  
 HOA Name (If Applicable) \_\_\_\_\_

Date: \_\_\_\_\_  
 Phone: \_\_\_\_\_

### ***Air Conditioning***

**Age of Air Conditioning Unit-** \_\_\_\_\_ **Type of Coolant-** \_\_\_\_\_

		<b>Details</b>
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	House cools appropriately	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Heat is working properly	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Thermostat is functional	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	AC filter is clean (SIZE-      x      )	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Air Handler and attached ducting is clean	
<input type="checkbox"/> Ok <input type="checkbox"/> No <input type="checkbox"/> NA	Float Switch is present	
<input type="checkbox"/> Ok <input type="checkbox"/> No <input type="checkbox"/> NA	Returns are clean	

Notes:

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### ***Electrical***

		<b>Details</b>
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	All Outlets are working	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	All Switches are working	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	All Interior Light Fixtures are functioning	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Correct # of functioning Smoke Detectors	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	All Exterior Light Fixtures are functioning	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Breaker Box Acceptable and labeled	

Notes:

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### ***Walls and Ceilings***

		<b>Details</b>
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Paint is acceptable throughout	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Ceiling is free of water stains	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Walls are free of holes	

Notes:

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## GENERAL PROPERTY INSPECTION

### **Bathrooms**

		Details
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Shower Fixtures work and does not leak	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Water Pressure is acceptable	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Tub Drains	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Caulking is acceptable	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Sink drains and is not leaking under cabinet	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Hot Water works in both shower and sink	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Toilet functions properly, seat is acceptable	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Door Locks	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Cabinets doors & drawer open and close properly	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Cleanliness Acceptable	

Notes:

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### **Kitchen**

		Details
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Kitchen Sink not leaking	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Water Pressure is acceptable	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Hot water works in sink	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Garbage Disposal functions	
<i>Range Oven Make/Model-</i> _____ <i>Serial #-</i> _____		
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Stove/Range – All Burners work	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Oven/Range – Heating elements and oven light work	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Microwave works and over range light (if applicable)	
<i>Refrigerator Make/Model-</i> _____ <i>Serial #-</i> _____		
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Refrigerator- Shelving present and not cracked	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Refrigerator- Holding Temperatures	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Ice Maker Functions	
<i>Dishwasher Make/Model-</i> _____ <i>Serial #-</i> _____		
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Dishwasher Functions Properly	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Cabinets/Drawers open and close properly	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Cleanliness Acceptable	

Notes:

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**GENERAL PROPERTY INSPECTION**

**Windows and Doors**

		<b>Details</b>
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Windows open and close Properly	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Windows have locks	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Blinds present and operational	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	No cracks in any window panes	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Window seals are free of water damage	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Screens are present and not tears exist	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Bedroom & Bathroom doors lock	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Doors all close and lock properly	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Weather Stripping sufficient on ext doors	

Notes:

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**Washer/Dryer**

		<b>Details</b>
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Wash Machine Starts and Drains	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Dryer Functions	
<input type="checkbox"/> Ok <input type="checkbox"/> No <input type="checkbox"/> NA	Cleanliness is acceptable	

Notes:

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**Water Heater**

**Water Heater Age** \_\_\_\_\_ **Gallons** \_\_\_\_\_ **Location** \_\_\_\_\_

		<b>Details</b>
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	No Leaks present	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	No Rust Present	

Notes:

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**Main Shutoff**

**Location** \_\_\_\_\_

<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Functions Properly
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Notes:

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GENERAL PROPERTY INSPECTION

**Exterior/Patio/Balconies**

		Details
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Rails are secure	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Steps are secure, don't wobble	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Walkways are free of trip hazards	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Exterior is free of debris and garbage	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Roof is clear of tree branches	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Gutters and roof are clean	
Sprinkler System Present <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Public <input type="checkbox"/> Well		
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Sprinkler System is operational	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Beds are free of weeds	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Lawn is mowed and edged	
<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Garage Door Opener is functional	

Notes:

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**Miscellaneous**

<input type="checkbox"/> Ok <input type="checkbox"/> Repair <input type="checkbox"/> NA	Stair rails are secure
Water Softener Present <input type="checkbox"/> Yes <input type="checkbox"/> No	Who Will Maintain?
Pool Present? <input type="checkbox"/> Yes <input type="checkbox"/> No	Who Will Maintain?
Is Pool Salt Water or Chlorine?	Heated? <input type="checkbox"/> Yes <input type="checkbox"/> No

Notes:

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**Number of House Keys Received? \_\_\_\_\_**

**Number of Mail Keys Received? \_\_\_\_\_**

**Number of Garage Door Remotes Received? \_\_\_\_\_**

**Number of Gate Fobs Received? \_\_\_\_\_**

**Number of Amenity Keys Received? \_\_\_\_\_**