

INSPECTION CHECKLIST

EXTERIOR

- Ensure all steps have secure handrails as required
- Inspect entire exterior for chipping/peeling paint
- Inspect for any trip hazards along walkways and steps
- Check condition of lawn, trees and shrubs to see if they need to be mowed or pruned
- Look for loose, exposed or hanging wires
- Check for damaged or missing gutters/downspouts
- Ensure exterior lights are working
- Make sure mailbox is present and secure

INTERIOR

- Windows - ensure all windows open, stay in open position, close, lock properly and have screens
- Doors – ensure all exterior doors have no gaps where light shines through
- Closets – make sure closets have shelf and pole
- Make sure all smoke detectors and COs are present per code and in working order
- Ceiling fans – ensure all function and have adequate pull chains
- Light fixtures – ensure all are working and have covers/globes
- Handrails – ensure all are present per code and secure
- Switches/Outlets
 - Ensure all switches are working and outlets are grounded
 - No gaps around plate covers
 - Make sure GFI outlets are in kitchen and bathrooms per code
- Kitchen & bath
 - Ensure all appliances are clean and in working order
 - Check plumbing for leaks and ensure sinks drain properly
 - Ensure there is hot and cold water
 - Ensure toilet flushes properly and is securely mounted to floor
 - Seal any openings around pipes under cabinets
 - Ensure a window or fan is present in bathroom for ventilation
 - Ensure tubs and sinks are caulked properly and have stoppers
 - Make sure there is a shower curtain rod, toilet paper holder and towel bar
 - Ensure that tub diverter is working (no water comes from tub spout when shower is on)
- HVAC
 - Ensure heating/AC system functions, is vented properly and has new filter
 - Ensure adequate heating is provided in every room
- Water Heater
 - Make sure cold side has shut-off valve
 - The pressure relief valve must have a discharge line extending to 6 inches from the floor
 - Ensure vent pipe is sealed where it enters chimney
 - If gas, ensure that hot water line is copper
- Sump Pump – if present, make sure it is working and free from debris
- Electrical (basement)
 - Make sure electric panel has door
 - Make sure there is at least 3 foot of work space around panel
 - Make sure there are no open junction boxes
 - Washer/dryer –ensure they are working and dryer is vented properly