



INSPECTORS MOVE OUT & INTERIM CHECK LIST

Please remember we are not just looking for tenant discrepancies. It is also an opportunity to check for maintenance and suggested preventative maintenance. Check for all keys, garage remotes, carpet receipts, parking passes, and manuals.

Exterior:

- Note the condition of Walkways, Driveways, Stoops, Steps, and Railings.
- Check trees for overhanging limbs, and deadwood. Also inspect for obvious insect problems or population
- Check shrubs for trimming, being too close to house, or obvious sickness.
- Check brick (especially on chimney) for shaling and mortar problems. Check to see if chimney tops have caps installed. If cement crown is visible, check for deterioration. Check siding for rot, dents, marks, pieces pulling away, lawn mower damage.
- Check roof (if visible) for curling, broken or missing shingles. On cedar roof's check for broken pieces and mold. On metal roofs check for rusting and split seams.
- Check gutters for items growing in them, overflow mud on the exterior, separating pieces, separating from house, downspouts, and extensions. Check for proper grading to avoid rainwater running towards house. Check the fascia board under the gutters for obvious leakage, peeling, and rot. Check all exterior wood trim for rot, paint, and holes.
- Check exterior storage units for contents, trash, and condition. Check decks and siding for damage from BBQ grills.
- Check lawn for edging, dead spots, weeds, and pet dung. If weeds are a problem, suggest fertilization plan to owner. Check yard for leaves, and yard debris (especially behind garden sheds) Check to make sure all exterior drains are clear and free of leaves. Check flower/shrubs beds for leaves, weeds, and dead or dying shrubs.
- Check for broken widows, storm windows, torn, bent, or missing screens. Check all exterior light fixtures for operation, broken or missing globes, and cleanliness.
- Check for proper hose bib operation. If it's winter make sure it is off and open, and hoses disconnected.
- Check all exhaust vents if accessible. Especially dryer vents to check for overflowing lint and screens to prevent animal entrance to home.

Interior: All Rooms

- Check for overall cleanliness (especially for cobwebs and trim). Check return and feed vents for cleanliness.
- Check for smoke detectors, alarms, and sprinkler systems.
- Check all fireplaces for cleanliness, note screens, glass doors, tools, and grate. Check the mantle, hearth, and firebox for condition of mortar and bricks. Check for proper damper operation.
- When checking windows, check for proper operation, cleaning, cracks, & broken panes, and locks. When checking window treatments, **make note** if they are hanging or in closet. Our goal is to have them installed and not in closets. If it is owners choice then fine. Check for proper operation, condition and cleanliness.
- When checking lights, check for operation, cleanliness, missing bulbs, and/or globes.
- Check all walls, and ceilings, and cabinets for stickers, and signs of leaks. Check for excessive holes, molly bolt holes, and plant hangers. All walls should be noted for colors, papers, and any other wall coverings, to include stencils, chair rails, and bordering.
- Check all doors for proper operation, locks, dents, holes, and fixtures.
- Check all thermostats for broken parts and proper operation.
- Check to make sure all area rugs are in place and not rolled up. If owner leaves rolled up make note on inspection in bold.
- Check flooring. Carpet for stains, burns, tears, & wear. Hardwoods for stains, scratches, gouges, separation, and wear. Vinyl for stains, knicks, gouges, seams, and edge trim.
- Check ceiling fans for operation, and cleanliness.

- Check condition of steps and rails.
- Check all drains for stoppage (run water) and toilets for proper flush. Check condition of sinks and vanities (especially underneath sinks).
- Check tubs and showers for discoloration (especially shower pans), stickers or sticker glue, chips, caulking, grouting, and do tap test on bottom 18" of wall tile to check for loose tile and soft walls. Also check around faucets. Check all tub/shower doors, and curtains. Note stoppers.

Kitchen:

- Check stovetop, under stovetop, and exterior for cleanliness, scratches, & chips. Check burner pans, and under top. Check oven for cleanliness, broiler pan, and racks. Check overall operation. Note condition of control panel.
- Check refrigerator for cleanliness, if it rolls out – behind and under. Check inside to make sure all parts are there and broken parts, and make sure seal is clean and not torn. Check icemakers to make sure they are off. Make sure front grill is there and clean.
- Check dishwasher for exterior dents, & scratches. Check inside for proper operation of racks, rollers, food in bottom and cleanliness of inside lip and seal. Turn dishwasher on while inspecting and see if air gap is clear.
- Check exhaust fans for cleanliness, clean filters, lights, and proper operation. Check garbage disposal for operation and note if there is a key. (allen wrench)
- Check microwave exterior for dents, scratches, and the condition of the control panel. Check the interior for scratches, burn marks, and loose equipment such as plates, liner pans, and temp sensor tools.
- Check condition of kitchen sinks. Note discrepancies and check for stoppers/strainers. Check condition of cabinets and counters. (especially under sink) Check for fire extinguishers.

Bathrooms:

- Check condition of toilet, toilet handle, and make sure it is not running. Check all water fixtures to include noting shower head if other than normal. Check flooring: Loose/cracked/broken tile. Condition of vinyl floors, water damage. Check to see if flooring is warped, sloping, stains. Check any floor/wall trim.
- Check all mirrors and medicine chests. Check and note all towel bars, toilet paper holders, soap dishes, and cup holders.

Basements:

- On unfinished walls check for black mold and make note if wall has white crystals forming.
- Make note of all owner belongings and shelves.
- Check furnace and if warm check AC for proper operation. Check filter for cleanliness (if it is clogged, order servicing). Check condensate tube if Ac is on. Note if it is gas, elec., etc.... Check electronic air filters for proper operation and cleanliness. If winter, check for proper operation and no leaks. Check the pep-cock valve for leaks. Check Dehumidifiers for proper operation and cleanliness.
- If winter, check to make sure all shutoffs for outside hose bibs are shut off, and lines drained.
- Check water heaters for leaks, and check temp control (if visible) to make sure it is at about 140 degrees.
- Check all spare appliances (refrigerators, and freezers, etc....) Check washer for proper operation, cleanliness, and overall condition. Check Dryer for proper operation, cleanliness (especially lint trap and hose), and overall condition. Check dryer vent hose to see where the exhaust exits. Squeeze hose to see if it is full of lint.
- Check oil level in oil tanks, or get a receipt showing that it was filled within the last few days or so.

Attics: If there is easy access, and proper flooring.....

- Check pull down stairs for proper operation and loose or bent hardware. Check beams, and exposed roof wood for obvious leaks. Check for falling, missing, or deteriorated insulation. Check venting for proper screening. Check attic exhaust fans. You can check them by turning the thermostat control located on the fan itself. Check and note storage contents.

Garage or Carport:

- If carport, check roof, walls (if any), posts and all related trim. Check condition of floors and walls, and doors.
- Check automatic door openers for proper operation. (check for limit/safety switch operation)
- Check manual operation of doors and locks. Note all tools, and personal belongings.

*******IMPORTANT*******

IF THE TENANT HAD PETS ON OR IN THE PROPERTY CHECK ALL DOORS, WINDOWS, SCREENS FOR PET DAMAGE. CHECK YARD FOR PET DAMAGE AND PET DUNG. CHECK FOR PET ODORS & STAINS.