

PROPERTY MAINTENANCE INSPECTION SEQUENCE

Property ID: _____ Date: ____ / ____ / 20____ Inspector: _____

DONE	INSPECTION PHASE & ITEM	STANDARD / CONDITION NOTES
PHASE 1: EXTERIOR & PERIMETER		
	Roofing & Gutters	Check for missing shingles, debris in gutters, and downspout clearance.
	Siding & Masonry	Inspect for cracks, moisture intrusion, or peeling paint.
	Foundation & Grading	Ensure soil slopes away from structure; check for settlement cracks.
PHASE 2: MECHANICAL & UTILITIES		
	HVAC Systems	Filter replacement, condensate line clearance, and thermostat calibration.
	Plumbing / Water Heater	Check for slow leaks, corrosion, and P&T valve functionality.
	Electrical Panel	Ensure no tripped breakers, labels are clear, and no visible scorching.

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	PHASE 3: INTERIOR SAFETY	

Life Safety Alarms

Test Smoke and Carbon Monoxide detectors (replace batteries).

Windows & Egress

Ensure all windows open/lock and egress paths are unobstructed.

Kitchen/Bath Seals

Inspect caulking around tubs, sinks, and backsplashes for gaps.

Final Inspector Signature: _____