

Exterior

NOTES

Yes No

		Does the ground slop away from the foundation of the house. The slope should be noticeable, it will settle over the next several months, but if you can't see the slope now you may have drainage and foundation problems in years to come.
		Shingles are tight, flat, and there are no signs of buckling. (You may want to hire a professional to go up on the roof or use binoculars)
		Do the gutters and downspouts direct water away from the foundation
		All exterior trim is well fastened and secure.
		All exterior masonry is well fastened and free of cracks and chips.
		All windows are well caulked around the window frame where the frame meets the exterior wall of the house.
		All windows and exterior doors have weather stripping that form a tight seal and is not loose or cracked.
		Concrete of the porch and steps are sturdy, without cracks or gaps. (Jump up and down on them a few times.)
		The garage door completely opens and closes. (Try opening and closing at the half-way points.)
		The light in the garage door opener is working
		The sensor in the garage door opener is working. Close the garage door and then put an object in the path of closing, make sure the door stops and then fully opens.
		Garage floor and walls are free of cracks, gaps, and other irregularities.
		All exterior electrical outlets are working and have a weather cover.
		Doorbell works

Interior Doors

Yes No

		All doors fully open and close smoothly and are well fitted to the frame. There are no large gaps where the door meets the floor.
		All door hinges and hardware are clean and free of paint.
		Door knobs are in good working order and are well fixed to the door. (Test locks)
		All sides of the door are painted.
		All thresholds are secure and free of gaps between floor types.
		All door trims are secure and well painted.
		Door stoppers / bumpers are in place, are secure and operate as intended.
		All closet doors open and close easily and are well fitted with no large gaps.

Windows

Yes No

		All windows open and close easily.
		All operable windows have screens, are free of rips and are secure.
		All operable windows lock properly.
		Window panes are not broken, cracked or chipped. Have a good lock.
		All windows close tightly with a seal.

Floors

Yes No

		Only a minimal amount of squeaking and spring on all flooring. Walk around on all floors.
		Carpet is tight and seams match (should not be able to see them) . (Check for loose fitting edges, rips, runs and ripples.
		Carpets are free of stains and discoloration.

		LVT are free of gaps, scuffs, and scratches, are well fitted around the edges and are free of bumps. (Get down on the floor to have a good look.)
		Wood floors are properly finished with 2 coats and a top coat of sealer?

Walls

Yes No

		Baseboards are free of damage, secure, well fitted at corners and free of nail holes and damage. (Check closets too!)
		Wall paint is even, free of scuffs, marks and scratches. Paint should look to have two coats.
		Walls are even with no signs of drywall seams or nails. Use a flashlight, poor drywall work tends to show more under artificial light.

Kitchen

Inspect the kitchen thoroughly. There are a lot of things to look for, have your level and flashlight ready. Check all counter tops thoroughly. Take photos. If you try to make a claim weeks after you move in, builders often say “damage was due to you moving in, and you signed off on all items as okay at the walk through”.

Yes No

		Counter tops are free of scratches and scuffs. Check the sides. (Was used to hold toolboxes and other supplies)
		Counter tops are level, and secure to their base. Give them a nice wiggle.
		Cabinets are well anchored to the wall. Give them a good wiggle.
		All cabinet doors fully open and close easily and do not rub or hit other furnishings.
		All cabinet doors are level, have rubber door stops, and close without gaps. ?
		All cabinet shelves are level, are well finished, and secure. (Be sure to check the back of all shelves.)

		Cabinet and drawer handles are well fixed and free of damage.
		All drawers open easily and do not rub or hit other furnishings.
		All drawers close and flush without gaps.
		We received the care, cleaning instructions for the countertops and cabinets!
		The kitchen faucet has both hot and cold water with good water pressure.
		Sink has no damage or discoloration.
		Sink pipes are free of leaks and no water is forming on the floor of the cupboard. (Look for water spots)
		The cabinet kicks are free of damage, well fitted and secure. (Get down on floor to check.)
		Range hood works on all speeds, is secure and the light works.

Bathroom

Yes No

		Sink and tub are free of scratches, chips, and other damage.
		Sink and tub hold water.
		Sink and tub fixtures are secure and have both hot and cold water.
		Sink and tub are well caulked.
		Toilet is secure to the floor. (Don't rock it. Sit and test)
		Toilet paper dispenser is at a good distance and height from toilet. (Sit on the toilet to check.)
		Counter tops are free of scratches, chips, and other damage.
		Cabinets and drawers are free of damage and open and close properly and with ease.

		Toilet flushes properly. It does not stay running too long after the flush.
		Bathroom fans work. (Use a single piece of toilet paper and put it up to the fan box, if the fan is working properly the piece of toilet paper should stay in place and not fall to the ground. This is important, condensation problems may not be cover by warranty once you sign off.)

Heating & AC

Yes No

		A/C Works.
		Heat/ Furnace works. (Keep it on long enough for to notice a difference.)
		Located furnace filter and know how to maintain it.
		Registers (vents) are not located under thermostat sensors and are clear of debris.
		Air return vent is unobstructed. Ask where it is.
		Gas fireplace works and have been shown how to use it.
		Understand how to operate the shut- off devices to gas, and propane lines.

Electrical

Yes No

		All interior electrical outlets are working. Use hair dryer to check.
		All light switches work as intended.
		Located electrical breaker panel.
		Breaker switches in electrical panel are clearly labeled.

Plumbing

Yes No

		Have located the main water shut-off valve and have been shown how to use it.
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		Located the exterior water supply and hose bib shut-off and know how to prevent pipes from freezing over the winter.
		Have been show how to hot water heater turns on and off.

Other Miscellaneous

Yes No

		Have obtained an Occupancy Certificate signed by _____ . Form states that your home meets building code standards and is safe to live in.
		Manuals and care instructions for - Countertops and cabinets - All appliances (fridge, stove, dishwasher, hood, microwave) - Fireplace - Carpets - Hardwood and LVT - Water heater - Furnace and A/C