



## PROPERTYWIZE

10 Gerard Ave, Suite 203 • Lutherville-Timonium MD 21093 • Phone: 410-372-6512 • Fax: 443-588-1742

### INSPECTION CHECKLIST

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

### INTERIOR

- o Windows - ensure all windows open, stay in open position, close, lock properly and have screens
- o Doors – ensure all exterior doors have no gaps where light shines through
- o Closets – make sure closets have shelf and pole
- o Make sure all smoke detectors and CO2s are present per code and in working order
- o Ceiling fans – ensure all function and have adequate pull chains
- o Light fixtures – ensure all are working and have covers/globes
- o Handrails – ensure all are present per code and secure
- o Switches/Outlets
  - o Ensure all switches are working and outlets are grounded
  - o No gaps around plate covers
  - o Make sure GFI outlets are in kitchen and bathrooms per code
- Kitchen & bath
  - o Ensure all appliances are clean and in working order
  - o Check plumbing for leaks and ensure sinks drain properly
  - o Ensure there is hot and cold water
  - o Ensure toilet flushes properly and is securely mounted to floor
  - o Install a shower curtain rod
  - o Seal any openings around pipes under cabinets
  - o Ensure a window or fan is present in bathroom for ventilation
  - o Ensure tubs and sinks are caulked properly and have stoppers
  - o Make sure there is a shower curtain rod, toilet paper holder and towel bar
  - o Ensure that tub diverter is working (no water comes from tub spout when shower is on)

### HVAC

- o Ensure heating/AC system functions, is vented properly and has new filter
- o Ensure adequate heating is provided in every room

### Water Heater

- o Make sure cold side has shut-off valve
- o The pressure relief valve must have a discharge line extending to 6 inches from the floor
- o Ensure vent pipe is sealed where it enters chimney
- o If gas, ensure that hot and cold water lines are copper

Sump Pump – if present, make sure it is working and free from debris

### Electrical (basement)

- o Make sure electric panel has door
- o Make sure there is at least 3 foot of work space around panel
- o Make sure there are no open junction boxes
- o Washer/dryer – ensure they are working and dryer is vented properly