

# Exterior Property Inspection Checklist

DATE: \_\_\_\_\_ PROPERTY NAME: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

To be completed monthly or more often as instructed or agreed

## Appearance from the street (Curb appeal)

- \_\_\_\_\_ Permanent project sign: Clean, easily visible/legible; night lighting works, if any
- \_\_\_\_\_ Flags/banners: Not torn or faded
- \_\_\_\_\_ Directional type signage: Adequate number, placed appropriately
- \_\_\_\_\_ Cleanliness: No litter, etc.
- \_\_\_\_\_ Landscaping: Mowed, trimmed, green
- \_\_\_\_\_ Sidewalks: Clean, no weeds in cracks
- \_\_\_\_\_ Parking lots: Clean, free from debris and stains
- \_\_\_\_\_ Appearance of street-side buildings: No tin foil, colored drapes, unauthorized items/storage on patios/balconies, etc.
- \_\_\_\_\_ Ground lights: If you have them, check them at night for operation
- \_\_\_\_\_ No graffiti
- \_\_\_\_\_ Any abandoned, inoperative, non-registered cars? If so, immediately take corrective action to tag with warning

## Parking Lots

- \_\_\_\_\_ Clean and only minimal, dried oil staining in parking stalls
- \_\_\_\_\_ No unauthorized storage
- \_\_\_\_\_ Litter picked up
- \_\_\_\_\_ Paving condition good (cracks sealed)
- \_\_\_\_\_ Painted lines/symbols/curbs: All freshly painted and legible
- \_\_\_\_\_ Parking permit system in place, if necessary

## Landscaping

- \_\_\_\_\_ Ground cover, shrubs healthy
- \_\_\_\_\_ Trees trimmed
- \_\_\_\_\_ Lawns mowed and trimmed
- \_\_\_\_\_ Sprinklers and ground lights working
- \_\_\_\_\_ Minimal sprinkler overspray and no leaking valves/heads
- \_\_\_\_\_ No weeds, litter, cigarette butts, etc.

### Trash Bins Areas

- \_\_\_\_\_ Clean, neat, orderly; properly screened, if possible
- \_\_\_\_\_ Regular pick-ups
- \_\_\_\_\_ Trash bins in good condition

### Building in general

- \_\_\_\_\_ Cleanliness of: Windows, glass doors, carpeting, other flooring, window coverings, furniture, etc.
- \_\_\_\_\_ All rental units: No tin foil, colored drapes, unauthorized items/storage on patios/balconies, etc.
- \_\_\_\_\_ Common area furniture clean, good condition, neatly arranged
- \_\_\_\_\_ All lighting working
- \_\_\_\_\_ Plants watered and healthy looking
- \_\_\_\_\_ Common hallways, if any, are clean and inviting
- \_\_\_\_\_ Deodorized properly

### Elevators, if any

- \_\_\_\_\_ Clean, operable, no graffiti, etc.

### Management Office, if any

- \_\_\_\_\_ Total cleanliness and neatness
- \_\_\_\_\_ Property brochures on hand, plus furniture rental, etc.
- \_\_\_\_\_ Floor plans, graphics, etc., on wall
- \_\_\_\_\_ Office hours posted
- \_\_\_\_\_ After-hours emergency contact information posted
- \_\_\_\_\_ Other signage: Equal Housing Opportunity, no pets, etc.
- \_\_\_\_\_ Indoor plants healthy or décor in excellent condition
- \_\_\_\_\_ Adequate lighting
- \_\_\_\_\_ Area for prospective residents to complete paperwork neat, clean, inviting

### Laundry Rooms, if any

- \_\_\_\_\_ Cleanliness of: Walls, floors, vents, behind machines, etc.
- \_\_\_\_\_ Supplies of: Laundry detergent, softener, etc., if offered
- \_\_\_\_\_ Lights working and clean
- \_\_\_\_\_ Trash receptacles clean, lined, emptied
- \_\_\_\_\_ Deodorized

Pool/Spa, if any

- \_\_\_\_\_ Clean and presentable
- \_\_\_\_\_ Life-safety equipment in place
- \_\_\_\_\_ Proper signage posted: No lifeguard, emergency numbers, etc.
- \_\_\_\_\_ Lights working in pool/spa and surrounding area
- \_\_\_\_\_ Trash receptacles clean, lined, emptied

Other recreational areas/tennis courts/volleyball/sauna, if any

- \_\_\_\_\_ Clean and presentable
- \_\_\_\_\_ Proper signage posted
- \_\_\_\_\_ Lights working, if any
- \_\_\_\_\_ Trash receptacles clean, lined, emptied

Public restrooms, if any

- \_\_\_\_\_ Cleanliness of: Walls, floors, vents, sinks, showers, mirrors, toilets, light fixtures, etc.
- \_\_\_\_\_ Supplies of: Hand soap, paper towels, toilet tissue, etc.
- \_\_\_\_\_ Lights working
- \_\_\_\_\_ Trash receptacles clean, lined, emptied
- \_\_\_\_\_ Deodorized

Vending Machines, if any

- \_\_\_\_\_ Clean, operable, fully stocked, etc.

Storerooms/Equipment Rooms

- \_\_\_\_\_ Clean, neat, and orderly
- \_\_\_\_\_ Properly secured
- \_\_\_\_\_ Boiler temperature (range to be determined by Regional Manager or Maintenance Supervisor)
- \_\_\_\_\_ All timers set properly - electrical, sprinklers, etc.

Miscellaneous

- \_\_\_\_\_ Night lighting: Check often for inoperative bulbs or fixtures, check that lighting on stairs/walkways and in parking areas is adequate
- \_\_\_\_\_ Barbecue grill: Clean, repaint tops if necessary, working condition, no gas/propane leaks, etc.
- \_\_\_\_\_ Mail box/Directory area - Cleanliness, up-to-date resident information, no accumulated junk mail, etc.
- \_\_\_\_\_ Iron railings, hand rails, benches, lamp posts freshly painted

Vacant or Vacating Units

- \_\_\_\_\_ Follow procedures for getting vacant apartments rent ready as soon as possible. Touch-up "rent ready" apartments to maintain freshness and sparkle.

Model rental units, if any

- \_\_\_\_\_ Exterior-cleanliness and condition of: Paint, stucco, handrails, stairs, walkways, doors, screens, windows, hallways, entrances and patios
- \_\_\_\_\_ Cleanliness of bedrooms/living/family/dining rooms: Carpeting, other flooring, windows, doors, window coverings, vents, electrical switches/outlets, furniture, etc.
- \_\_\_\_\_ Cleanliness of bathrooms: Walls, floors, vents, sinks, showers, shower door, mirrors, toilets, light fixtures, etc.
- \_\_\_\_\_ Cleanliness of kitchen: Appliances, counters, sink, cabinet face and hardware, floors, walls, light fixtures, etc.

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