

Rental property inspection checklist

For routine, annual and mid-lease walkthroughs of an occupied unit.

Property address _____	Unit _____
Inspection date _____	Notice given on _____
Inspected by _____	Resident present (Y/N) _____

Tick OK or Needs attention for each line, and note the photo number. Describe what you see, not who caused it.

Exterior and grounds

Item	OK	Needs attention	Photo #	Notes
Roof, gutters and downspouts (from the ground)				
Siding, paint and trim				
Walkways, steps and railings				
Yard, fencing and gates				
Exterior lights				
Garage or parking area				

Entry and living areas

Item	OK	Needs attention	Photo #	Notes
Doors, locks and deadbolts				
Walls, ceilings and trim				
Flooring or carpet				
Windows, screens and locks				
Lights, switches and outlets				

Kitchen

Item	OK	Needs attention	Photo #	Notes
Countertops and cabinets				
Sink and faucet; under-sink plumbing				
Range, oven and hood				
Refrigerator and dishwasher				
Flooring				

Bathrooms Repeat for each bathroom.

Item	OK	Needs attention	Photo #	Notes
Toilet (secure, no running)				
Tub or shower, grout and caulk				
Sink, faucet and vanity				
Exhaust fan				
Flooring around tub and toilet				

Bedrooms Repeat for each bedroom.

Item	OK	Needs attention	Photo #	Notes
Walls, ceiling and flooring				
Windows open and close; egress clear				
Closet doors and shelving				
Lights and outlets				

Leaks and moisture

Item	OK	Needs attention	Photo #	Notes
Ceilings: stains or bubbling				
Under sinks and around toilets				
Around windows and exterior doors				
Water heater area				

Systems and safety

Item	OK	Needs attention	Photo #	Notes
Smoke detectors tested				
CO detectors tested				
HVAC filter condition				
Water heater (visible condition)				
Electrical panel accessible				
Fire extinguisher, if provided				

Keep each routine inspection with the tenancy it belongs to. At move-out it shows what the unit looked like part-way through, which is often the photo that settles a question.

Inspector signature and date: _____

Free template from proflow360.com/templates. Run the same checklist on iPhone in ProFlow360, with photos attached to each line. This form is not legal advice.