



**SAMPLE INSPECTION TEMPLATE**

This document provides potential owners and tenants a sample of the detailed inspections that Siesta Coast Realty conducts for move-in/out, and periodic inspections on all properties. It is intended to illustrate the level of care Siesta Coast Realty applies to the protection of owners' investment in their property by carefully assessing the overall condition of every item for service and maintenance attention.

<b>Trade</b>	<b>Item to Check</b>	<b>Work Recommended</b>	<b>Work Approved (Owner to Initial)</b>	<b>Tech Initial Complete</b>
<b>KITCHEN</b>				
Appliance	Garbage Disposal			
Appliance	Stove has power & turns on			
Appliance	Stove burners - All elements functional			
Appliance	Oven has power & turns on			
Appliance	Drip Pans and Oven Racks			
Appliance	Range Hood working properly			
Appliance	Refrigerator is cold & working properly			
Appliance	Dishwasher is connected to water & working properly			
Carpentry	Cabinet drawers open & close smoothly			
Carpentry	Windows/doors open & close properly			
Carpentry	Countertop looks good and is undamaged			
Carpentry	Walls & ceiling Drywall in good condition (no holes or damage)			
Plumbing	Water is flowing well at faucets with hot and cold water			
Plumbing	Faucet handles and pull out faucet heads work smoothly			
Plumbing	Drains free from cloggs & drain normal			
Electrical	All outlets working properly with GCFI circuit breakers installed			
Electrical	Lights and switches working properly			
Flooring	Floor is smooth, even and free of damage			



Paint	Walls & paint look clean with no lumps, smudges or discolorations			
Tile	For tile floors, grout and tile spacing is even with no cracks			
Tile	Backsplash is installed evenly with no cracks			

Trade	Item to Check	Work Recommended	Work Approved (Owner to Initial)	Tech Initial Complete
<b>LIVING ROOM</b>				
Flooring	Floor is clean, undamaged and looks good			
Paint	Walls, ceiling & paint look clean with no lumps or discoloration			
Electrical	All outlets are working			
Electrical	All light fixtures & switches are working			
Carpentry	Windows open, close and lock properly			
Carpentry	Doors open & lock properly with functioning door stops			
Carpentry	Walls & ceiling Drywall in good condition (no holes or damage)			
<b>DINING ROOM</b>				
Flooring	Floor is clean, undamaged and looks good			
Paint	Walls, ceiling & paint look clean with no lumps or discoloration			
Electrical	All outlets are working			
Electrical	All light fixtures & switches are working			
Carpentry	Windows open, close and lock properly			
Carpentry	Doors open & lock properly with functioning door stops			
Carpentry	Walls & ceiling Drywall in good condition (no holes or damage)			



Trade	Item to Check	Work Recommended	Work Approved (Owner to Initial)	Tech Initial Complete
<b>BEDROOM 1</b>				
Flooring	Floor is clean, undamaged and looks good			
Paint	Walls, ceiling & paint in room and closet look clean with no lumps or discoloration			
Electrical	All outlets are working			
Electrical	All light fixtures & switches are working			
Carpentry	Closet doors, poles & shelving installed properly			
Carpentry	Windows open, close and lock properly			
Carpentry	Doors open & lock properly with functioning door stops			
Carpentry	Walls & ceiling Drywall in good condition (no holes or damage)			

Trade	Item to Check	Work Recommended	Work Approved (Owner to Initial)	Tech Initial Complete
<b>BATHROOM 1</b>				
Carpentry	Mirror & Medicine cabinet in good condition			
Carpentry	Towel bars/towel rings straight and not loos or damaged			
Carpentry	Toilet paper holder level and correctly plaed not loose or damaged			
Carpentry	Cabinets clean and undamaged			
Carpentry	Cabinet doors and drawers open and close smoothly			
Carpentry	Windows and doors open & close properly			
Carpentry	Walls & ceiling Drywall in good condition (no holes or damage)			
Countertop	Sink has no chips or cracks			
Countertop	Countertop looks good and is undamaged			
Electrical	All outlets are working			



Electrical	All light fixtures & switches are working			
Electrical	Exhaust fan working properly			
Paint	Walls, ceiling & paint in room and closet look clean with no lumps or discoloration			
Plumbing	Toilet flushes properly			
Plumbing	Shower/Tub water flowing well with hot and cold water			
Plumbing	Water is flowing well at faucets with hot and cold water			
Plumbing	Faucet handles working smoothly			
Plumbing	Sink and shower/tub drains are free from cloggs and drain normal			
Plumbing	No leaks at faucets or shower head			
Floor	Floor is clean, undamaged and looks good			
Tile	Shower/Tub tile is uncracked with clean grout			
Tile	Tile floors have clean grout and no cracks			
Tile	Floor is clean, undamaged and looks good			

Trade	Item to Check	Work Recommended	Work Approved (Owner to Initial)	Tech Initial Complete
<b>HALLWAY</b>				
Flooring	Floor is clean, undamaged and looks good			
Paint	Walls, ceiling & paint in room and closet look clean with no lumps or discoloration			
Electrical	All outlets are working			
Electrical	All light fixtures & switches are working			
Caprentry	Closet doors, poles & shelving installed properly			
Caprentry	Closet doors, poles & shelving installed properly			
Carpentry	Walls & ceiling Drywall in good condition (no holes or damage)			



Trade	Item to Check	Work Recommended	Work Approved (Owner to Initial)	Tech Initial Complete
<b>GENERAL</b>				
Electrical	Smoke & Carbon monoxide detectors are working properly			
Electrical	Thermostat working properly			
HVAC	Heat working properly			
HVAC	Air Conditioning working properly			
Appliance	Washer/Dryer working properly			
Plumbing	Hot water heater working properly			
Misc.	Fire extinguisher up to date			
Misc.	Patio screens tight and free of rips & holes			
Misc.	Patio doors open & close smoothly			
Misc.	Copies of keys made and put in envelope ready for move in			