Interim Property Inspection Form

Template provided by ARBORS MANAGEMENT, INC.

The Importance of Interim Inspections

Property management professionals and investment property owners both agree that a crucial piece of managing a property well is completing an annual property inspection.

Why is that? Well, there are a few reasons:

1. **Code** - It's important to make sure that your property is up to code, in good shape, and that everything is in working order
2. **Record of Condition** - It is also important to keep regular records of the condition of a property. With this, you also have a dated and signed document that could help free you from blame should any legal disputes arise
3. **Maintain Expectations** - This document can also benefit residents in helping them understand the standard that you would like to keep the property up to, and hopefully encourage them to treat the property as if it were their own
4. **In Agreement** - This document ensures that both you and your resident(s) are on the same page about the condition of the property during their residency

Using this Packet

On the following pages, you'll see that each page is dedicated to a specific room, and lists items that are common to almost all properties that are crucial to check during your inspection. There are also blank cells for additional items that a room may have, and there is a blank table at the very end for any additional rooms/areas a property may have.

Example: If your property has 3 bedrooms, print out 3 copies of the bedroom page and number each page Bedroom 1, 2, and 3. If your property has an additional space like an outdoor area, print out the blank table and fill that in for that space.

*****In addition to recording the condition of your property on this form, we always encourage landlords to take property photos to have visual documentation of the condition as well!***

Bonus Tip!

Use this Property Inspection Key that we've developed to help you quickly and efficiently record the condition of your property!

Property Inspection Key:

- G = Good
- OK = Okay
- NR = Needs Repair
- NP = Needs Paint
- NC = Needs Cleaned
- R = Replace
- NA = Not Applicable
- AAT = Address at Turnover

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Property:		Resident(s) Name(s):	
Unit #:	# Bedrooms:	# Bathrooms:	Inspection Date:
Signature(s):			Date:

Room or Area	Condition of Area	Fix at Move-Out	Cost to Correct
Entryway			
Doors / Locks			
Floors			
Walls / Ceiling			
Windows			
Outlets / Switches			
Light fixtures			
Steps / Handrails			

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Room or Area	Condition of Area	Fix at Move-Out	Cost to Correct
Living Room			
Floors			
Walls / Ceiling			
Windows			
Outlets / Switches			
Light fixtures			

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Room or Area	Condition of Area	Fix at Move-Out	Cost to Correct
Kitchen			
Floors			
Walls / Ceiling			
Windows			
Outlets / Switches			
Light fixtures			
Appliances			
Countertops			
Cabinets / Drawers			

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Room or Area	Condition of Area	Fix at Move-Out	Cost to Correct
Dining Area			
Floors			
Walls / Ceiling			
Windows			
Outlets / Switches			
Light fixtures			

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Room or Area	Condition of Area	Fix at Move-Out	Cost to Correct
Bedroom #			
Floors			
Walls / Ceiling			
Windows			
Outlets / Switches			
Light fixtures			
Closet			

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Room or Area	Condition of Area	Fix at Move-Out	Cost to Correct
Bathroom #			
Floors			
Walls / Ceiling			
Windows			
Outlets / Switches			
Light fixtures			
Vanity / Sink			
Toilet			
Shower			
Linen closet			
Water pressure & temp.			

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