



PROPERTY INSPECTION DOCUMENT

DATE/COMMENTS

i. Site and Grounds

Are there ramps and provisions for the physically handicapped?

Yes

No

Are there designated parking spaces for the physically handicapped?

Has soil dropped or heaved?

Yes

No

Is there standing water near or against the building in any season?

Yes

No

Are retaining walls leaning or in need of repair?

Yes

No

Are fences deteriorated?

Yes

No

Do fence gates operate properly?

Yes

No

Do trees and shrubs need care?

Yes

No

ii. Building Exterior

Building Exterior - Foundation

Do foundation walls show the following signs of decay or settlement:

Large cracks?

Yes

No

Visible separation between top of foundation wall and building frame?

Yes

No

Loose, cracked, or broken blocks, bricks, or stones?

Yes

No

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Soft or flaking mortar or concrete?	Yes	No	_____
Foundation movement?	Yes	No	_____
Water leaks?	Yes	No	_____
Stains or discoloration?	Yes	No	_____
Bulging or bowing?	Yes	No	_____
Are interior basement or crawl space foundation walls damp?	Yes	No	_____
Are there mushroom growths, mold stains, or mildew odors in basement or crawl space?	Yes	No	_____
Are there insect tubes visible along the foundation walls?	Yes	No	_____

Building Exterior – Masonry Walls

Does exterior masonry show the followingsigns of deterioration:

Cracks in walls?	Yes	No	_____
Cracks over doors or windows?	Yes	No	_____
Loose bricks?	Yes	No	_____
Cracked bricks?	Yes	No	_____
Missing bricks?	Yes	No	_____
Cracked, chipped, missing mortar?	Yes	No	_____
Soft or flaking mortar?	Yes	No	_____
White or gray stains?	Yes	No	_____
Water penetration?	Yes	No	_____
Moss or algae growth?	Yes	No	_____
Split, brittle, or missing caulking?	Yes	No	_____
Are weep holes in retaining walls, under window sills, and other wall constructionfree of obstruction?	Yes	No	_____

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Is wood molding and trim cracked, warped or rotted?

Yes No

Building Exterior – Frame Walls

Is there evidence of rot or deterioration of wood sills, walls or siding?

Yes No

Is there evidence of water stains or water penetration into the wood?

Yes No

Are wall cavities insulated?

Yes No

Is paint blistered or peeling?

Yes No

Has building been painted in the last seven years?

Yes No

Building Exterior – Roof, All Types

Inspect all roofs for evidence of deterioration, weather damage, and water penetration. If roof is not accessible, use binoculars. Check interior of building for evidence of water damage.

Are there gaps or holes around any roof penetrations, chimneys, or vents?

Yes No

Are there signs of movement in roofing material or flashing?

Yes No

Are flashings rusted or pitted?

Yes No

Are flashings separated, loose or missing?

Yes No

Are there dissimilar metals in contact?

Yes No

Do metal components need painting?

Yes No

Is caulking missing, split, or deteriorated at the following:

Parapets?

Yes No

Copings?

Yes No

Flashings?

Yes No

			<u>DATE/COMMENTS</u>
Soffits?	Yes	No	_____
Vents or chimneys?	Yes	No	_____
Skylights?	Yes	No	_____
Other roof penetrations?	Yes	No	_____
Are there any loose or broken glasspanes in skylights?	Yes	No	_____
Has roof sagged from snow weight?	Yes	No	_____
Is there evidence of water seepage through soffits?	Yes	No	_____
Does roof/attic have proper ventilation?	Yes	No	_____
Does the roof hatch work?	Yes	No	_____
Is anchorage for TV antenna secure?	Yes	No	_____
Is antenna adequately grounded?	Yes	No	_____
Is there lightning protection?	Yes	No	_____
Is there ice – damming as evidenced			
Mounds of ice at eaves?	Yes	No	_____
Excessively long icicles?	Yes	No	_____
<u>Building Exterior – Built-up Roof</u>			
Are there blisters, bubbles, cracks, splits, or open seams in roofing membrane?	Yes	No	_____
Is roof pitted or worn?	Yes	No	_____
Is there evidence of standing water or puddles?	Yes	No	_____
Are roof drains clear and operating properly?	Yes	No	_____
Does roof feel “squishy” under foot?	Yes	No	_____
Can roofing felt material be seen?	Yes	No	_____
Are gravel stops secure?	Yes	No	_____
Are gravel stops rusted or pitted?	Yes	No	_____

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Do expansion joints show evidence of separation or water penetration?

Yes

No

Is any vegetation growing through roofing?

Yes

No

Is roof over 15 years old?

Yes

No

Building Exterior – Shingle Roof

Are shingles loose, split, missing or broken?

Yes

No

Are mineral granules thinned out?

Yes

No

Are shingle edges curling or worn?

Yes

No

Is there moss growth?

Yes

No

Are snow slides pitted or damaged?

Yes

No

Is roofing more than 20 years old?

Yes

No

Building Exterior – Slate Roof

Are there broken, missing, or loose slates?

Yes

No

Are slates worn?

Yes

No

Do slate fasteners appear broken or rusty?

Yes

No

Are ridge rolls loose, deteriorated or rusted?

Yes

No

Are snow guards loose or damaged? Are there sections patched with asphalt?

Yes

No

Building Exterior – Metal Roof

Are metal roof sheets rusted? Are there signs of holes, pitting, or cracking?

Yes

No

Are there any open joints?

Yes

No

Are there any defective fasteners?

Yes

No

Building Exterior – Doors and Windows

Are flashings over doors and windows cracked, missing or rusted?

Yes

No

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**Building Exterior – Parapet Walls,
Copings and Chimneys**

Are walls cracked?	Yes	No	_____
Are bricks loose or spalling?	Yes	No	_____
Do mortar joints require pointing?	Yes	No	_____
Is mortar joint under coping cracked or loose?	Yes	No	_____
Are coping stones or metal copings loose, broken or shifted?	Yes	No	_____
Is coping joint open, permitting water to enter?	Yes	No	_____
Is flashing missing, loose, or damaged?	Yes	No	_____
Is there evidence of moisture penetration?	Yes	No	_____
Do chimneys lean?	Yes	No	_____

**Building Exterior – Porches, Stairs
and Balconies**

Do porches, stairs, or balconies require painting?	Yes	No	_____
Is porch floor structure decayed, weak or cracked?	Yes	No	_____
Are stair treads loose or broken?	Yes	No	_____
Are column bases rotted or in need of repair?	Yes	No	_____
Are railings broken at – weak? Are balusters broken, loose, or missing?	Yes	No	_____

Building Exterior – Gutters & Downspouts

Are there loose, rotted, or missing gutters or downspouts?	Yes	No	_____
Are there holes in gutters or downspouts?	Yes	No	_____
Do gutter or downspout joints leak?	Yes	No	_____
Are gutters or downspouts pitted or rusted?	Yes	No	_____

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Do gutters or downspouts require painting?	Yes	No	_____
Do gutters sag or lack pitch to downspouts?	Yes	No	_____
Is water running down face of building?	Yes	No	_____
Do splash blocks or drains under downspouts divert water away from building?	Yes	No	_____
Are heating cables secure?	Yes	No	_____

Building Exterior - Attachments

Are the following items in good condition and well secured to building:

Lattices?	Yes	No	_____
Columns?	Yes	No	_____
Flagpoles?	Yes	No	_____
Cables, wires?	Yes	No	_____
Weather vanes?	Yes	No	_____
Towers?	Yes	No	_____
Gargoyles, sculptures?	Yes	No	_____
Canopies?	Yes	No	_____
Balconies?	Yes	No	_____
Signs, alarms, lights?	Yes	No	_____
Ledges, projections?	Yes	No	_____
Decorations, ornaments?	Yes	No	_____
Meters?	Yes	No	_____
Other?	Yes	No	_____

iii. Building Interior

Building Interior - Floors

Are floor joists warped, cracked or sagging?	Yes	No	_____
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Is floor joist blocking and bridging secure?	Yes	No	_____
Is there visible separation between floors and walls at base trim?	Yes	No	_____
Do floors squeak or creak?	Yes	No	_____
Are floors “bouncy?”	Yes	No	_____
Are floors at entrances slip-resistant?	Yes	No	_____
Are masonry and tile floors cracked, broken or worn?	Yes	No	_____
Is wood flooring warped, separated or badly worn?	Yes	No	_____
Is carpeting loose, torn, or badly worn?	Yes	No	_____
<u>Building Interior - Walls</u>			
Is there evidence of water staining?	Yes	No	_____
Are there cracks?	Yes	No	_____
Are surfaces peeling or dirty?	Yes	No	_____
Is wall finish buckled or loose?	Yes	No	_____
<u>Building Interior - Ceilings</u>			
Is there evidence of water staining?	Yes	No	_____
Are there cracks?	Yes	No	_____
Are surfaces peeling or dirty?	Yes	No	_____
Is ceiling structure sagging or separating?	Yes	No	_____
Is ceiling tile grid secure?	Yes	No	_____
Are there damaged ceiling tiles?	Yes	No	_____
Are light fixtures secure?	Yes	No	_____
<u>Building Interior – Doors and Windows</u>			
Are door jambs plumb?	Yes	No	_____
Do doors bind?	Yes	No	_____

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Do doors have loose or missing hinges, knobs, or locks?

Yes

No

Is there evidence of condensation on or around windows?

Yes

No

Is there evidence of mold, discoloration, or deterioration around windows and doors?

Yes

No

Building Interior - Attics

Do rafters, floor joists, and sheathing show signs of:

Water stains or deterioration?

Yes

No

Warping?

Yes

No

Cracking?

Yes

No

Sagging?

Yes

No

Is there evidence of water leaking into attic around any of the following roof penetrations:

Vents?

Yes

No

Ducts?

Yes

No

Chimneys

Yes

No

Other?

Yes

No

Is attic floor insulated?

Yes

No

Is there at least one square foot of vent area for every 500 square feet of attic area?

Yes

No

Are attic fans or vents operating?

Yes

No

Are roof rafters excessively dry?
(This condition can result from overheating in summer months).

Yes

No

Is attic free of debris and unused combustible items?

Yes

No

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Building Interior – Crawl Space and Basement

Is crawl space or basement damp, wet, or water stained?

Yes No _____

Does water infiltrate through crawl space or basement walls or floor?

Yes No _____

Does water or snow melt drain into basement from window wells?

Yes No _____

Is crawl space or basement floor cracked or disintegrated?

Yes No _____

Are crawl space or basement walls insulated?

Yes No _____

Does crawl space have wall vents?

Yes No _____

Does dirt floor of crawl space have a vapor barrier?

Yes No _____

iv. Mechanical Equipment

Are there water leaks at any of the following locations:

Yes No _____

Pipes?

Yes No _____

Radiators?

Yes No _____

Boiler?

Yes No _____

Hot water heater?

Yes No _____

Pumps?

Yes No _____

Was the boiler or furnace cleaned and serviced in the past 12 months?

Yes No _____

Is the boiler insulation cracked or missing?

Yes No _____

Is the boiler more than 35 years old?

Yes No _____

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Is there excessive steam or air loss at radiators?	Yes	No	_____
Are exposed pipes adequately insulated?	Yes	No	_____
Do hot air supply or return registers adjust air flow properly?	Yes	No	_____
Do thermostats work properly?	Yes	No	_____
Is the domestic hot water heater insulated?	Yes	No	_____
Do kitchens and bathrooms have adequate ventilation?	Yes	No	_____
Do large assembly areas have adequate ventilation?	Yes	No	_____

Plumbing

Are there water leaks at any of the following locations?	Yes	No	_____
Bathroom fixtures?	Yes	No	_____
Faucets?	Yes	No	_____
Piping?	Yes	No	_____
Do flush valves, faucets work properly?	Yes	No	_____
Are any drains or traps clogged?	Yes	No	_____

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