



**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 following signs 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 construction free 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

\_\_\_\_\_

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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	_____

**Building Exterior – Built-up Roof**

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 \_\_\_\_\_

**Building Interior - Walls**

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 \_\_\_\_\_

**Building Interior - Ceilings**

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 \_\_\_\_\_

**Building Interior – Doors and Windows**

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 shows 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	_____
How 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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