

WALK THROUGH CHECKLIST

(For Residential Fix & Flip Properties and Rental Turns)

Property Information

Property Address: _____

Date of Walk-Through: ____ / ____ / ____

1. Front Area / Curb Appeal

- a. ☐ Lawn cut, raked and free of debris
- b. ☐ Driveway, sidewalks, and walkways cleaned, repaired and free of hazards
- c. ☐ All plants, trees, shrubs planted and/or trimmed as needed
- d. ☐ All concrete / brick work completed (walkway, stairs and retaining walls)
- e. ☐ Any mulch beds completed
- f. ☐ All junk mail, newspapers, advertising materials removed
- g. ☐ For Sale sign installed and photos scheduled
- h. ☐ Lockbox installed
- i. ☐ Dumpster and materials removed from site

2. Front Exterior Entry

- a. ☐ All junk mail, newspapers, advertising materials removed
- b. ☐ Porch floor repaired / replaced as needed. Swept, painted or washed
- c. ☐ Any lattice work, railings, trim completed
- d. ☐ All paint and siding completed
- e. ☐ Address plaque and numbers installed correctly
- f. ☐ Mailbox present or replaced and functional
- g. ☐ Front porch lighting installed and functions properly
- h. ☐ Any entry area electrical receptacles installed and functional (GFCI)

3. General Exterior of Property

- a. ☐ All paint / siding / brick work has been completed
- b. ☐ All trim work completed and caulked
- c. ☐ Any foundation work is completed
- d. ☐ All exterior window trim work completed, painted and caulked

- e. ☐ All soffits are replaced and/or repaired as required by SOW
- f. ☐ All gutters / downspouts are installed or repaired (cleaned) and function properly
- g. ☐ All splash block and drainage completed
- h. ☐ All fascia has been replaced or repaired as per SOW

4. Front Interior Entry / Foyer

- a. ☐ Entry door keys work easily
- b. ☐ Door painted if applicable (no major paint runs)
- c. ☐ Walls and ceilings smooth, painted evenly, and free of cracks
- d. ☐ All trim completed and caulked
- e. ☐ Foyer light installed and functions properly
- f. ☐ Floor protection covering installed (applies to hardwood and carpet while showing)
- g. ☐ All switches and plates installed properly (box does not protrude from wall and no gaps around the plates)
- h. ☐ All electrical outlets are installed and function properly
- i. ☐ Entry door glass is clean and paint free (no overspray)

5. Living Room

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function accordingly
- c. ☐ All electrical outlets function and are installed properly
- d. ☐ All switch and electrical plates flush with the wall, have no gaps and no paint on them
- e. ☐ Flooring installed or repaired as per SOW (covered as applicable while showing)
- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- g. ☐ All trim work completed and caulked
- h. ☐ Drywall work and paint completed as per SOW
- i. ☐ Ceiling fans installed and function properly If applicable) Remotes collected
- j. ☐ Fireplace (if applicable) cleaned and inspected as per SOW
- k. ☐ Crown molding installed and completed correctly
- l. ☐ All HVAC registers are installed correctly. (no gaps or paint overspray)
- m. ☐ Interior doors open, close, and latch properly
- n. ☐ Any shelving or decorative built-ins installed and level
- o. ☐ Chair rail (if applicable) is installed, caulked and level

6. Dining Area (Formal)

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function accordingly
- c. ☐ All electrical outlets function and are installed properly
- d. ☐ All switch and electrical plates flush with the wall, have no gaps and no paint on them
- e. ☐ Flooring installed or repaired as per SOW (covered as applicable while showing)
- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- g. ☐ All trim work completed and caulked
- h. ☐ Drywall work and paint completed as per SOW
- i. ☐ Chandelier installed and functions properly (If applicable)
- j. ☐ Shadow boxes installed and square (if applicable) as per SOW
- k. ☐ Crown molding installed and completed correctly
- l. ☐ All HVAC registers are installed correctly. (no gaps or paint overspray)
- m. ☐ Interior doors open, close, and latch properly
- n. ☐ Any shelving or decorative built-ins installed and level
- o. ☐ Chair rail (if applicable) is installed, caulked and level

7. Kitchen

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function accordingly
- c. ☐ All electrical outlets function and are installed properly (GFCI in wet areas)
- d. ☐ All switch and electrical plates flush with the wall, have no gaps and no paint on them
- e. ☐ Flooring installed or repaired as per SOW (covered as applicable while showing - hardwood)
- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- g. ☐ All trim work completed and caulked
- h. ☐ Drywall work and paint completed as per SOW (no large paint runs or blemishes)
- i. ☐ All countertops installed properly
- j. ☐ All cabinets are installed and function easily
- k. ☐ All cabinet hardware installed properly
- l. ☐ All cabinet moldings installed as per SOW
- m. ☐ All backsplash or tile completed properly and sealed
- n. ☐ All HVAC registers are installed correctly. (no gaps or paint overspray)
- o. ☐ Interior doors open, close, and latch properly

- p. ☐ Any shelving or decorative built-ins installed and level
- q. ☐ Water functions properly (hot / cold)
- r. ☐ No leaks under the sink
- s. ☐ Garbage disposal works properly (no leaks)
- t. ☐ Dishwasher installed, secured and functions properly (leveled)
- u. ☐ Refrigerator installed and all functions work accordingly (leveled)
- v. ☐ Range or cooktop installed and functions accordingly (leveled)
- w. ☐ Microwave installed properly and functions
- x. ☐ All water and/or gas shut-off valves accessible and tested
- y. ☐ Any countertop bar area has required number of supports installed

8. Powder Room (1/2 Bath main level)

- a. ☐ Powder room light is installed and functions properly
- b. ☐ All switches function properly
- c. ☐ All electrical outlets function properly and are GFCI
- d. ☐ All switch and outlet boxes are flush, and plates are attached with no gaps or paint on them
- e. ☐ Floor protection covering installed (applies to hardwood while showing)
- f. ☐ All switches and plates installed properly (box does not protrude from wall and no gaps around the plates)
- g. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- h. ☐ All trim work completed and caulked
- i. ☐ HVAC register is installed correctly. (no gaps or paint overspray)
- j. ☐ Interior doors open, close, and latch properly
- k. ☐ Any shelving or decorative built-ins installed and level
- l. ☐ Water functions properly (hot / cold)
- m. ☐ No leaks under the vanity / sink
- n. ☐ Drywall work and paint completed as per SOW (no large paint runs or blemishes)
- o. ☐ Exhaust fan installed and functions properly
- p. ☐ Toilet installed properly. Level and secure. Functions properly. Does not run continually
- q. ☐ All accessories are installed properly and secure as per SOW (Toilet paper holder, towel bar, medicine cabinet and mirror)
- r. ☐ All shut-off valves accessible and tested

9. Den / Morning Room / Office

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function accordingly
- c. ☐ All electrical outlets function and are installed properly (GFCI in wet areas)
- d. ☐ All switch and electrical plates flush with the wall, have no gaps and no paint on them
- e. ☐ Flooring installed or repaired as per SOW (covered as applicable while showing - hardwood)
- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- g. ☐ All trim work completed and caulked
- h. ☐ Drywall work and paint completed as per SOW (no large paint runs or blemishes)
- i. ☐ Ceiling fans installed and function properly If applicable) Remotes collected
- j. ☐ Shadow boxes installed and square (if applicable) as per SOW
- k. ☐ Crown molding installed and completed correctly
- l. ☐ All HVAC registers are installed correctly. (no gaps or paint overspray)
- m. ☐ Interior doors open, close, and latch properly
- n. ☐ Any shelving or decorative built-ins installed and level
- o. ☐ Chair rail (if applicable) is installed, caulked and level

10. Primary Bedroom (Location - ☐ main level ☐ second floor ☐ other)

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function accordingly
- c. ☐ All electrical outlets function and are installed properly
- d. ☐ All switch and electrical plates flush with the wall, have no gaps and no paint on them
- e. ☐ Flooring installed or repaired as per SOW (covered as applicable while showing - hardwood)
- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- g. ☐ All trim work completed and caulked
- h. ☐ Drywall work and paint completed as per SOW (no large paint runs or blemishes)
- i. ☐ Ceiling fans installed and function properly If applicable) Remotes collected
- j. ☐ Crown molding installed and completed correctly
- k. ☐ All HVAC registers are installed correctly. (no gaps or paint overspray)
- l. ☐ Interior doors open, close, and latch properly. Closet doors aligned
- m. ☐ Any closet shelving is installed, level and secure
- n. ☐ Chair rail (if applicable) is installed, caulked and level

11. Primary Bath (In Suite - ☐ yes ☐ no)

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function properly
- c. ☐ All electrical outlets function properly and are GFCI in wet areas
- d. ☐ Floor protection covering installed (applies to hardwood while showing)
- e. ☐ All switches and plates installed properly (box does not protrude from wall, no gaps around the plates or paint on them)
- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- g. ☐ All trim work completed and caulked
- h. ☐ HVAC register is installed correctly. (no gaps or paint overspray)
- i. ☐ Interior doors open, close, and latch properly
- j. ☐ Any shelving or decorative built-in installed secure and level
- k. ☐ Water functions properly (hot / cold) – Check vanity and shower)
- l. ☐ No leaks under the vanity / sink
- m. ☐ Drywall work and paint completed as per SOW (no large paint runs or blemishes)
- n. ☐ Exhaust fan installed and functions properly
- o. ☐ Toilet installed properly. Level and secure. Functions properly. Does not run continually
- p. ☐ All accessories are installed properly and secure as per SOW (Toilet paper holder, towel bar, medicine cabinet and mirror)
- q. ☐ Any wall tile completed correctly
- r. ☐ Glass shower doors installed properly, secure and function easily
- s. ☐ All caulking, sealant and grouting is complete and excess removed
- t. ☐ If jacuzzi tub is installed, do jets work properly
- u. ☐ All shut-off valves accessible and tested

12. Bedroom #2 (Location - ☐ main level ☐ second floor ☐ other)

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function accordingly
- c. ☐ All electrical outlets function and are installed properly
- d. ☐ All switch and electrical plates flush with the wall, have no gaps and no paint on them
- e. ☐ Flooring installed or repaired as per SOW (covered as applicable while showing – hardwood and carpet)

- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- g. ☐ All trim work completed and caulked
- h. ☐ Drywall work and paint completed as per SOW (no large paint runs or blemishes)
- i. ☐ Ceiling fans installed and function properly If applicable) Remotes collected
- j. ☐ Crown molding installed and completed correctly (if applicable)
- k. ☐ All HVAC registers are installed correctly. (no gaps or paint overspray)
- l. ☐ Interior doors open, close, and latch properly. Closet doors aligned
- m. ☐ Any closet shelving is installed, level and secure

13. Bedroom #3 (Location - ☐ main level ☐ second floor ☐ other)

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function accordingly
- c. ☐ All electrical outlets function and are installed properly
- d. ☐ All switch and electrical plates flush with the wall, have no gaps and no paint on them
- e. ☐ Flooring installed or repaired as per SOW (covered as applicable while showing – hardwood and carpet)
- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- g. ☐ All trim work completed and caulked
- h. ☐ Drywall work and paint completed as per SOW (no large paint runs or blemishes)
- i. ☐ Ceiling fans installed and function properly If applicable) Remotes collected
- j. ☐ Crown molding installed and completed correctly (if applicable)
- k. ☐ All HVAC registers are installed correctly. (no gaps or paint overspray)
- l. ☐ Interior doors open, close, and latch properly. Closet doors aligned
- m. ☐ Any closet shelving is installed, level and secure

14. Bedroom #4 (Location - ☐ main level ☐ second floor ☐ other)

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function accordingly
- c. ☐ All electrical outlets function and are installed properly
- d. ☐ All switch and electrical plates flush with the wall, have no gaps and no paint on them
- e. ☐ Flooring installed or repaired as per SOW (covered as applicable while showing – hardwood and carpet)
- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean

- g. ☐ All trim work completed and caulked
- h. ☐ Drywall work and paint completed as per SOW (no large paint runs or blemishes)
- i. ☐ Ceiling fans installed and function properly If applicable) Remotes collected
- j. ☐ Crown molding installed and completed correctly (if applicable)
- k. ☐ All HVAC registers are installed correctly. (no gaps or paint overspray)
- l. ☐ Interior doors open, close, and latch properly. Closet doors aligned
- m. ☐ Any closet shelving is installed, level and secure

15. Hall / Guest Bath #1 (Location - ☐ main level ☐ second floor ☐ other)

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function properly
- c. ☐ All electrical outlets function properly and are GFCI in wet areas
- d. ☐ Floor protection covering installed (applies to hardwood while showing)
- e. ☐ All switches and plates installed properly (box does not protrude from wall, no gaps around the plates or paint on them)
- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- g. ☐ All trim work completed and caulked
- h. ☐ HVAC register is installed correctly. (no gaps or paint overspray)
- i. ☐ Interior doors open, close, and latch properly
- j. ☐ Any shelving or decorative built-in installed secure and level
- k. ☐ Water functions properly (hot / cold) – Check vanity and shower
- l. ☐ No leaks under the vanity / sink
- m. ☐ Drywall work and paint completed as per SOW (no large paint runs or blemishes)
- n. ☐ Exhaust fan installed and functions properly
- o. ☐ Toilet installed properly. Level and secure. Functions properly. Does not run continually
- p. ☐ All accessories are installed properly and secure as per SOW (Toilet paper holder, towel bar, medicine cabinet and mirror)
- q. ☐ Any wall tile completed correctly
- r. ☐ Glass shower doors installed properly, secure and function easily (Shower rod)
- s. ☐ All caulking, sealant and grouting is complete and excess removed
- t. ☐ All shut-off valves accessible and tested

16. Hall / Guest Bath #2 (Location - ☐ main level ☐ second floor ☐ other)

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function properly
- c. ☐ All electrical outlets function properly and are GFCI in wet areas
- d. ☐ Floor protection covering installed (applies to hardwood while showing)
- e. ☐ All switches and plates installed properly (box does not protrude from wall, no gaps around the plates or paint on them)
- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- g. ☐ All trim work completed and caulked
- h. ☐ HVAC register is installed correctly. (no gaps or paint overspray)
- i. ☐ Interior doors open, close, and latch properly
- j. ☐ Any shelving or decorative built-in installed secure and level
- k. ☐ Water functions properly (hot / cold) – Check vanity and shower)
- l. ☐ No leaks under the vanity / sink
- m. ☐ Drywall work and paint completed as per SOW (no large paint runs or blemishes)
- n. ☐ Exhaust fan installed and functions properly
- o. ☐ Toilet installed properly. Level and secure. Functions properly. Does not run continually
- p. ☐ All accessories are installed properly and secure as per SOW (Toilet paper holder, towel bar, medicine cabinet and mirror)
- q. ☐ Any wall tile completed correctly
- r. ☐ Glass shower doors installed properly, secure and function easily (Shower rod)
- s. ☐ All caulking, sealant and grouting is complete and excess removed
- t. ☐ All shut-off valves accessible and tested

17. Laundry Room / Mud Room

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function properly
- c. ☐ All electrical outlets function properly and are GFCI in wet areas
- d. ☐ Floor protection covering installed (applies to hardwood while showing)
- e. ☐ All switches and plates installed properly (box does not protrude from wall, no gaps around the plates or paint on them)
- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- g. ☐ All trim work completed and caulked

- h. ☐ HVAC register is installed correctly. (no gaps or paint overspray)
- i. ☐ Interior doors open, close, and latch properly
- j. ☐ Any shelving installed secure and level
- k. ☐ Water functions properly (hot / cold) – Check washer hook-ups valves (CHECK FOR LEAKS)
- l. ☐ Drywall work and paint completed as per SOW (no large paint runs or blemishes)
- m. ☐ Dryer receptacle installed properly
- n. ☐ Dryer exhaust vent is installed and functioning properly
- o. ☐ Any wall tile completed correctly
- p. ☐ Washer and dryer (leveled)

18. Basement (if applicable)

- a. ☐ All lights are installed and function properly
- b. ☐ All switches function properly
- c. ☐ All electrical outlets function properly and are GFCI in wet areas
- d. ☐ All switches and plates installed properly (box does not protrude from wall, no gaps around the plates or paint on them)
- e. ☐ Interior doors open, close, and latch properly
- f. ☐ Any insulation work required by SOW completed
- g. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- h. ☐ HVAC register is installed correctly. (no gaps or paint overspray)
- i. ☐ Drylock / waterproofing if required by SOW

-IF BASEMENT IS FINISHED-

- j. ☐ Drywall work and paint completed as per SOW (no large paint runs or blemishes)
- k. ☐ All trim work completed and caulked
- l. ☐ Floor protection covering installed (applies to carpet if basement is finished while showing)
- m. ☐ Any shelving installed secure and level

19. Utilities / Utility Room

A. Heat / Furnace

- 1. ☐ Furnace or heat source functions properly ☐ Did furnace produce heat ☐ Y ☐ N
- 2. ☐ Filter replaced

3. ☐ Thermostat installed or serviced as per SOW and functions properly

B. Air Conditioning

1. ☐ A/C system replaced or serviced as per SOW ☐ Did system cool ☐ Y ☐ N
2. ☐ Freon level checked
3. ☐ Thermostat functions properly for A/C

C. Water Supply

1. ☐ Main water supply is on
2. ☐ Water supply has a clear and functional main shut-off valve

D. Hot Water Heater

Electric ☐ **Gas** ☐ **Tankless** ☐

1. ☐ Has been replaced or service as per SOW
2. ☐ Functions properly
3. ☐ Has proper venting (Gas H/W tank)
4. ☐ Functions properly – Produces hotwater
5. ☐ Has pressure relief valve installed
6. ☐ All shut-off valves accessible and tested

E. Electrical Panel

1. ☐ Has been replaced or serviced as per SOW
2. ☐ All breakers are functional (turn on/off)
3. ☐ Breaker Panel label correctly and clearly marked
4. ☐ Main power break location identified and functions

F. Sump Pump

1. ☐ Has been installed or serviced as per SOW (if applicable)

20. Roof

- a. ☐ Has been replaced, repaired or inspected as per SOW
- b. ☐ Chimney has been inspected, repaired or cleaned as per SOW

21. Rear / Side Yard

- a. ☐ Lawn cut, raked and free of debris
- b. ☐ All plants, trees, shrubs planted and/or trimmed as needed
- c. ☐ All concrete / brick work completed as per SOW (walkway / retaining walls)
- d. ☐ Any mulch beds completed

22. Garage /Driveway

- a. ☐ Garage in condition as per SOW
- b. ☐ Exterior of garage repairs made as per SOW
- c. ☐ Any roof replacement / repairs have been completed as per SOW
- d. ☐ Floor clean of debris and meets SOW
- e. ☐ All switches, electrical receptacles and lights meet the required SOW
- f. ☐ All windows function properly (open/close and lock) Screens installed and windows clean
- g. ☐ Overhead garage door functions properly (remotes included)
- h. ☐ Any gutters / downspouts and splash blocks installed or repaired as per SOW
- i. ☐ Driveway replaced or repaired to meet SOW

23. Foundation

- a. ☐ Foundation has been repaired if required by SOW
- b. ☐ Any exposed foundation sidewalls have been painted if required by SOW

24. Other Outdoor Structures

A. Deck / Patio

- 1. ☐ Patio has been replaced, repaired or removed as per SOW
- 2. ☐ Attached wooden deck has been replaced, repaired or removed as per SOW
- 3. ☐ Deck or patio has been power washed as per SOW

B. Fence

- 1. ☐ Fence has been replaced, repaired or removed as per SOW
- 2. ☐ Fence has been painted or stained and meets SOW

C. Shed

1. ☐ Shed is condition expected as per SOW
2. ☐ Shed has been removed

D. Lanai / Screened Porch

1. ☐ Lanai / screened porch has been repaired as per SOW
2. ☐ Lanai / screened porch currently has no holes in any screens

E. Pool (if applicable)

1. ☐ Pool has been repaired as per SOW and all equipment functions properly
2. ☐ Pool has been cleaned by professional

25. Safety & Compliance

- a. ☐ Smoke and CO detectors installed w/batteries and tested in required locations
- b. ☐ Handrails and guardrails secured and at proper height where required
- c. ☐ Egress windows installed where required
- d. ☐ All permits closed and final inspections scheduled/completed

26. Final Details and Cleaning

- a. ☐ Final cleaning performed (including inside cabinets and appliances)
- b. ☐ Trim and touch-up paint completed throughout
- c. ☐ No visible construction debris or dust
- d. ☐ Doors, drawers, and windows wiped down
- e. ☐ Light bulbs installed throughout
- f. ☐ All owner's manuals to mechanical systems and appliances in a large ziplock bag and placed in drawer in kitchen
- g. ☐ Final staging and presentation complete (if applicable)

NOTES: (When making notes be specific as possible)

[illegible]

Final Sign Off

Walk Through completed by: _____

Signature: _____