



Friends & Family Capital Investment Group

“Enriching Communities through Financial Opportunity”

Property Inspection Checklist

PROPERTY ADDRESS: _____

Name: _____ CELL: _____

- 
- ✓ What type of Structure is This?
 - Single Family
 - Duplex (Two Stacked on top or on the Side of one Another)
 - Townhouse Style (Side by Side of Another They share an Exterior wall)
 - 3 Unit Any Combination
 - 4+ Unit (Apartment Building)

 - ✓ What are the Exterior Walls made of?
 - Brick
 - Siding (Vinyl)
 - Siding (Wood)
 - Brick/Siding (Half and Half)

 - ✓ Roof & Gutter Conditions
 - Needs Immediate Attention
 - Will Last a Short Time (Green Fungus Growing underneath, Missing shingles, Visibly Damaged)
 - Should Last a Long Time (Relatively New Looking)

 - ✓ Foundation (Perimeter Wall on Base of House)
 - Relatively Maintained Well
 - Several Cracks Exists
 - Exterminator
 - Several Loose Stones or Bricks
 - BULGING Sideways
 - Landscape
 - Sidewalk Around Foundation

✓ What Type of Rehab is This? (Full, half, partial?)

Shabazz's 6 Stage Rehabbing of a Residential, Multi Dwelling Unit

Stage 1: Pre-Construction

Steps 1-9

1. House Secured

Trade: Locksmith and Carpenter

(Taking precautions against vandalism and theft)

Note: VIP check utilities status (electric, sewer, water, & gas) to test for leaks or power outage

2. Plans, Permits and Filings (if necessary)
3. Foundation Repair in needed or house leveling
4. Pest Control... Exterminator
5. Portable Toilet(if utilities are not available)
6. Plumbing-Pre-Demo

Trade: Lic. Plumber

7. Electrical-Pre-Demo

Trade: Lic. Electrician

8. Demolition/Site Prep

Trade: Demo Crew, Handyman, and Laborers

9. Engineering Consultations & Reports

Trade: A Lic. Structural Engineer, Framing Carpenter

Stage 2: Rough Structure

Steps 10-18

10. Grading and Drainage

Trade: Waterproofing, Plumber, Laborers, & Landscapers

11. Rough Plumbing Main Drain, Gas, Water, etc.

Trade: Lic. Plumber

12. Framing & Sub Floor

Trade: Framing Carpenter

13/14. Roof Decking, Roof, & Gutters

Trade: Roofer

15. Exterior Doors

Trade: Framing Carpenter

16. Windows

Trade: Framing Carpenter, Window Contractor

17. Exterior Trim

Trade: Framing Carpenter, Siding Contractor

18. Sheathing, House Wrap, and Siding

Trade: Framing Carpenter, Siding Contractor

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Stage 3: Major Systems

Steps 19-26

19. Fire Place (if applicable)

Trade: Fireplace Vendor, Chimney Sweep Vendor

20. Rough HVAC

Trade: Lic. HVAC Specialist

21. Rough- In Plumbing (above ground plumbing to attic)

Trade: Lic. Plumber

22. Bathtubs & Shower Pans, etc.

Trade: Lic. Plumber

23. Rough-In Electrical

Trade: Lic Electrician

24. Exterior Masonry

Trade: Mason

25. Exterior Insulation

Trade: Insulation Vendor

26. Concrete Work

Trade: Concrete Vendor

Stage 4: Unfinished Surfaces

Steps 27-32

27: Dry Wall

Trade: DryWall Crew

28. Garage Door (if applicable)

Trade: Garage Door Company

29. Unfinished Wood Floors

Trade: Hardwood Floor Vendor

30. Cabinetry

Trade: Framing Carpenter, Cabinet Installer

31. Interior Doors, Trim, Millwork

Trade: Framing & Trim Carpenters

32. Sweep, Dust, Clean up before paint

Trade: Handyman, laborers

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Stage 5: Finished Surfaces

Steps 33-41

33. Blown Insulation (if applicable)

Trade: Insulation Vendor

34. Tile

Trade: Tile Setter, Tile & Flooring Vendor

35. CounterTops

Trade: Trim Carpenter, Countertop Vendor

36. Final HVAC

Trade: HVAC Specialist

37. Final Electrical

Trade: Lic. Electrician

38. Final Plumbing

Trade: Lic. Plumber

39. Finish Wood Floors

Trade: Hardwood Floor Vendor, Trim Carpenter

40. Vinyl Floors

Trade: Floor Vendor, Trim Carpenter

41. Paint Interior & Exterior (if applicable)

Trade: Painter

Stage 6: Final Details

Steps 42-49

42. Lockout

Trade: Locksmith, Trim Carpenter

43. Landscaping (if applicable)

Trade: Landscaper

44. Mirrors & Shower Doors (if applicable)

Trade: Glass Contractor

45. Accessories & Decor (Staging)

Trade: Decorating Vendors

46. Appliances

Trade: White Glove Appliance Vendors

47. Punch List

Trade: All Trades, ect.

48. Carpet

Trade: Flooring Vendor, Trim Carpenter

49. Final Cleaning

Trade: Handyman, Laborers

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✓ Windows (Viewing the actual Window and Glass NOT THE WINDOW FRAME)

o Older windows (Single Pane)

▪ Wooden # _____ Broken Window # _____ Broken Glass# _____ ▪ Vinyl

_____ Broken Window # _____ Broken Glass# _____ o New Windows (Double Pane)

▪ Wooden # _____ Broken Window # _____ Broken Glass# _____ ▪ Vinyl

_____ Broken Window # _____ Broken Glass# _____

✓ Doors (Viewing the Actual Door and Glass NOT THE DOOR FRAME)

o Wooden Doors # _____ Broken Door # _____ Broken Glass YES/NO o Steel Doors

_____ Broken Door # _____ Broken Glass YES/NO

Interior Inspection

o Living Room **Grade 1 2 3 4 5 6 7 8 9 10** ▪ Flooring Grade A - C - F

o Carpet

▪ Needs Cleaned / Needs Replaced / Manageable

o Wood

▪ Stained / Painted / Laminate

o Ceramic

▪ Major Damage (>10+) / Moderate Damage (<5) / Minimal Damage

o Tile

▪ Sticky Tile / Vinyl Plank / Vinyl Sheet

● **Wall Grade A - C - F**

o Drywall

▪ Holes Everywhere / Moderate Damage / Minimal Damage

o Wallpaper

▪ Needs Taken Down / Usable

o Wood Paneling

▪ Major Damage / Moderate Damage / Minimal Damage

● **Window and Frame Grade A - C - F**

o Older windows (Single Pane) / New Windows (Double Pane)

● Wooden # _____ Broken Window # _____ Broken Glass# _____ ● Vinyl

_____ Broken Window # _____ Broken Glass# _____

o Dining Room **Grade 1 2 3 4 5 6 7 8 9 10** ▪ Flooring Grade A - C - F

o Carpet

▪ Needs Cleaned / Needs Replaced / Manageable

o Wood

▪ Stained / Painted / Laminate

o Ceramic

▪ Major Damage (>10+) / Moderate Damage (<5) / Minimal Damage

o Tile

▪ Sticky Tile / Vinyl Plank / Vinyl Sheet

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● Wall Grade A - C - F

○ Drywall

- Holes Everywhere / Moderate Damage / Minimal Damage

○ Wallpaper

- Needs Taken Down / Usable

○ Wood Paneling

- Major Damage / Moderate Damage / Minimal Damage

● Window and Frame Grade A - C - F

○ Older windows (Single Pane) / New Windows (Double Pane)

- Wooden # _____ Broken Window # _____ Broken Glass# _____ ● Vinyl # _____ Broken Window # _____ Broken Glass# _____

○ Kitchen Size **Grade 1 2 3 4 5 6 7 8 9 10** ▪ Flooring Grade A - C - F

○ Carpet

- Needs Cleaned / Needs Replaced / Manageable

○ Wood

- Stained / Painted / Laminate

○ Ceramic

- Major Damage (>10+) / Moderate Damage (<5) / Minimal Damage

○ Tile

- Sticky Tile / Vinyl Plank / Vinyl Sheet

● Wall Grade A - C - F

○ Drywall

- Holes Everywhere / Moderate Damage / Minimal Damage

○ Wallpaper

- Needs Taken Down / Usable

○ Wood Paneling

- Major Damage / Moderate Damage / Minimal Damage

● Window and Frame Grade A - C - F

○ Older windows (Single Pane) / New Windows (Double Pane)

- Wooden # _____ Broken Window # _____ Broken Glass# _____ ● Vinyl # _____ Broken Window # _____ Broken Glass# _____

○ #1 Bathroom **Grade 1 2 3 4 5 6 7 8 9 10** ▪ FULL - HALF

▪ Flooring Grade A - C - F

○ Carpet

- Needs Cleaned / Needs Replaced / Manageable

○ Wood

- Stained / Painted / Laminate

○ Ceramic

- Major Damage (>10+) / Moderate Damage (<5) / Minimal Damage

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- o Tile
 - Sticky Tile / Vinyl Plank / Vinyl Sheet
- Wall Grade A - C - F
 - o Drywall
 - Holes Everywhere / Moderate Damage / Minimal Damage
 - o Wallpaper
 - Needs Taken Down / Usable
 - o Wood Paneling
 - Major Damage / Moderate Damage / Minimal Damage
- Window and Frame Grade A - C - F
 - o Older windows (Single Pane) / New Windows (Double Pane)
- Wooden # _____ Broken Window # _____ Broken Glass# _____ ● Vinyl # _____ Broken Window # _____ Broken Glass# _____

o #2 Bathroom **Grade 1 2 3 4 5 6 7 8 9 10** ▪ FULL - HALF

- Flooring Grade A - C - F
 - o Carpet
 - Needs Cleaned / Needs Replaced / Manageable
 - o Wood
 - Stained / Painted / Laminate
 - o Ceramic
 - Major Damage (>10+) / Moderate Damage (<5) / Minimal Damage
 - o Tile
 - Sticky Tile / Vinyl Plank / Vinyl Sheet
- Wall Grade A - C - F
 - o Drywall
 - Holes Everywhere / Moderate Damage / Minimal Damage
 - o Wallpaper
 - Needs Taken Down / Usable
 - o Wood Paneling
 - Major Damage / Moderate Damage / Minimal Damage
- Window and Frame Grade A - C - F
 - o Older windows (Single Pane) / New Windows (Double Pane)
- Wooden # _____ Broken Window # _____ Broken Glass# _____ ● Vinyl # _____ Broken Window # _____ Broken Glass# _____

o Bedrooms

▪ **1ST Bedroom Grade 1 2 3 4 5 6 7 8 9 10** ● Flooring Grade A - C - F

- o Carpet
 - Needs Cleaned / Needs Replaced / Manageable
- o Wood
 - Stained / Painted
- o Ceramic
 - Major Damage (>10+) / Moderate Damage (<5) / Minimal Damage

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● Wall Grade A - C - F

○ Drywall

- Holes Everywhere / Moderate Damage / Minimal Damage

○ Wallpaper

- Needs Taken Down / Usable

○ Wood Paneling

- Major Damage / Moderate Damage / Minimal Damage

● Window and Frame Grade A - C - F

○ Older windows (Single Pane) / New Windows (Double Pane)

- Wooden # _____ Broken Window # _____ Broken Glass# _____ ● Vinyl # _____ Broken Window # _____ Broken Glass# _____

▪ **2ND Bedroom Grade 1 2 3 4 5 6 7 8 9 10** ● Flooring Grade A - C - F

○ Carpet

- Needs Cleaned / Needs Replaced / Manageable

○ Wood

- Stained / Painted

○ Ceramic

- Major Damage (>10+) / Moderate Damage (<5) / Minimal Damage

● Wall Grade A - C - F

○ Drywall

- Holes Everywhere / Moderate Damage / Minimal Damage

○ Wallpaper

- Needs Taken Down / Usable

○ Wood Paneling

- Major Damage / Moderate Damage / Minimal Damage

● Window and Frame Grade A - C - F

○ Older windows (Single Pane) / New Windows (Double Pane)

- Wooden # _____ Broken Window # _____ Broken Glass# _____ ● Vinyl # _____ Broken Window # _____ Broken Glass# _____

▪ **3RD Bedroom Grade 1 2 3 4 5 6 7 8 9 10** ● Flooring Grade A - C - F

○ Carpet

- Needs Cleaned / Needs Replaced / Manageable

○ Wood

- Stained / Painted

○ Ceramic

- Major Damage (>10+) / Moderate Damage (<5) / Minimal Damage

● Wall Grade A - C - F

○ Drywall

- Holes Everywhere / Moderate Damage / Minimal Damage

○ Wallpaper

- Needs Taken Down / Usable

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- o Wood Paneling
 - Major Damage / Moderate Damage / Minimal Damage
- Window and Frame Grade A - C - F
 - o Older windows (Single Pane) / New Windows (Double Pane)
- Wooden # _____ Broken Window # _____ Broken Glass# _____ ● Vinyl # _____ Broken Window # _____ Broken Glass# _____

▪ **4TH Bedroom Grade 1 2 3 4 5 6 7 8 9 10** ● Flooring Grade A - C - F

- o Carpet
 - Needs Cleaned / Needs Replaced / Manageable
- o Wood
 - Stained / Painted
- o Ceramic
 - Major Damage (>10+) / Moderate Damage (<5) / Minimal Damage
- Wall Grade A - C - F
 - o Drywall
 - Holes Everywhere / Moderate Damage / Minimal Damage
 - o Wallpaper
 - Needs Taken Down / Usable
 - o Wood Paneling
 - Major Damage / Minor Damage / Minimal Damage
- Window and Frame Grade A - C - F
 - o Older windows (Single Pane) / New Windows (Double Pane)
- Wooden # _____ Broken Window # _____ Broken Glass# _____ ● Vinyl # _____ Broken Window # _____ Broken Glass# _____

▪ **5TH Bedroom Grade 1 2 3 4 5 6 7 8 9 10** ● Flooring Grade A - C - F

- o Carpet
 - Needs Cleaned / Needs Replaced / Manageable
- o Wood
 - Stained / Painted
- o Ceramic
 - Major Damage (>10+) / Moderate Damage (<5) / Minimal Damage
- Wall Grade A - C - F
 - o Drywall
 - Holes Everywhere / Moderate Damage / Minimal Damage
 - o Wallpaper
 - Needs Taken Down / Usable
 - o Wood Paneling
 - Major Damage / Moderate Damage / Minimal Damage
- Window and Frame Grade A - C - F
 - o Older windows (Single Pane) / New Windows (Double Pane)
- Wooden # _____ Broken Window # _____ Broken Glass# _____ ● Vinyl # _____ Broken Window # _____ Broken Glass# _____

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o Attic / Crawl Space Grade A - C - F

o Finished / Not Finished / Can easily be finished

o Water Heater & Plumbing System

▪ Appears New / Older but functional / Removed-Damaged

o Furnace/Boiler & Heating System

▪ Appears New / Older but functional / Removed-Damaged

o Electric Panel & Electrical System

▪ Appears New / Older but functional / Removed-Damaged

o Air Conditioner or HVAC System

▪ Appears New / Older but functional / Removed-Damaged

o Dishwasher (if applicable)

▪ Appears New / Older but functional / Removed-Damaged

o Washer & Dryer (if applicable)

▪ Appears New / Older but functional / Removed-Damaged

o Fireplace (if applicable)

▪ Appears New / Older but functional / Removed-Damaged

o Stairs Grade A - C - F

o 1st Flight of Stairs

▪ Carpeted / Wooden

• Major Damage / Moderate Damage / Minor Damage

o 2nd Flight of Stairs

▪ Carpeted / Wooden

• Major Damage / Moderate Damage / Minor Damage

o Front Entrance Stairs

▪ Carpeted / Wooden / Concrete

• Major Damage / Moderate Damage / Minor Damage

o Back Exit Stairs

▪ Carpeted / Wooden / Concrete

• Major Damage / Moderate Damage / Minor Damage

o Side Entrance Stairs (if applicable)

▪ Carpeted / Wooden / Concrete

• Major Damage / Moderate Damage / Minor Damage

o Basement A - C - F

o Finished / Not Finished / Can easily be finished

o What Condition is the Utilities Source In?

Ex: Water Meter, Gas Meter, Electrical Meter

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