

Item	Condition/Notes	Action Required	Example	
Lease Agreement			Ensure the lease agreement is accessible and correctly signed by all relevant parties, such as both the landlord and tenant. Check the lease term for accuracy.	<input type="checkbox"/>
Property's Condition			Document the overall state of the rental unit. Note if it is a well maintained property or if there's visible damage that needs addressing.	<input type="checkbox"/>
Property Details			Confirm property details like the property address, rental unit layout, and features. Include any of the property's unique features in the report.	<input type="checkbox"/>
Rental Property's Condition			Note specific areas requiring attention, like structural damage or maintenance issues, and record them in an inspection report.	<input type="checkbox"/>
Fire Extinguishers			Verify all fire extinguishers are present, functioning correctly, and compliant with local laws.	<input type="checkbox"/>
Carbon Monoxide Detectors			Check that carbon monoxide detectors are installed as required by law and functioning properly.	<input type="checkbox"/>
Smoke Detectors			Test smoke detectors to confirm they are working properly and positioned correctly in the rented property.	<input type="checkbox"/>
Maintenance Requests			Document any ongoing maintenance issues or pending requests from the tenant, ensuring the inspection process addresses these concerns.	<input type="checkbox"/>
Pre-existing Damages			Note any pre-existing damages to avoid disputes about the security deposit at the end of the lease term.	<input type="checkbox"/>
Functioning Properly			Test appliances, faucets, and other systems to ensure they are working properly, taking note of anything that is not functioning correctly.	<input type="checkbox"/>
Wear and Tear			Identify wear and tear versus intentional damage. Differentiate between normal wear and property damage during inspections.	<input type="checkbox"/>
Property Damage			Record any significant damage, especially if it impacts the functionality of the rental unit, such as broken windows or holes in walls.	<input type="checkbox"/>

Light Fixtures			Ensure all light fixtures are present and working properly. Replace bulbs where necessary during the rental walk.	<input type="checkbox"/>
Needed Repairs			Identify repairs needed to ensure the property management team can promptly address them, focusing on safety and functionality.	<input type="checkbox"/>
HVAC System			Test the HVAC system for proper heating, cooling, and ventilation. Note maintenance issues impacting tenant satisfaction.	<input type="checkbox"/>
Existing Damage			Check areas previously damaged to see if repairs were made or if further work is required.	<input type="checkbox"/>
Condition of a Rental			Summarize the overall condition of the rental property, highlighting any maintenance issues or damage.	<input type="checkbox"/>
Structural Damage			Look for major structural damage like cracks in walls, foundation issues, or ceiling leaks.	<input type="checkbox"/>
Minor Issues			Note minor issues like scratched surfaces, dents, or loose fixtures. Determine if they require action now or can wait for the regular inspections.	<input type="checkbox"/>
Additional Notes			Include important details such as observations about tenant moves or any feedback from potential tenants when showing the property.	<input type="checkbox"/>

Use a detailed checklist	Ensure all areas of the property are thoroughly reviewed.
Document relevant information	Clearly record findings for the rental inspection report to maintain transparency for both property owners and tenants.
Compare with lease agreements	If a tenant moved out, compare the property's condition with the original lease agreements to assess any damages beyond normal wear.
Confirm for a new tenant	Verify that every aspect of the property, including front door locks, is functioning properly for safety and tenant satisfaction.
Leverage a mobile device	Use a mobile device to record findings quickly and efficiently, making it easier to share results with landlords and other parties involved.
Vary focus during inspection	Pay attention to both major systems like HVAC and smaller elements like light fixtures, as issues can occur in critical and minor areas alike.

Completion Details

Inspector's Name	_____
Inspection Conducted For	(e.g., Property Owners, Landlords, or Other Parties) _____
Inspection Date	____/____/____

Purpose of Inspection (Check one)	<input type="checkbox"/> New Tenant Move-In <input type="checkbox"/> Tenant Moved Out <input type="checkbox"/> Regular Rental Inspection Report <input type="checkbox"/> Other _____
Additional Observations	