3800 Garrott St.

Houston, TX. 77006

832-640-4444

QUARTERLY **PROPERTY** INSPECTION CHECKLIST

Name/Address of Property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Inspection\_\_\_\_\_\_\_\_\_\_\_

Total # of Units \_\_\_\_\_\_\_ # of Vacancies\_\_\_\_\_\_\_\_\_

This form is designed to assist in recording the condition of the rental property and its units every quarter as stated in the lease document. It should be filled out in the presence of the property manager. For each item, describe the condition and if any problems exist, please explain. Please check every unit within the property.

|  |  |  |
| --- | --- | --- |
|  | Exterior of Property |  |
| Item: | **What to do:** | **Description when inspected:** |
| Skirting | Please check for general condition, holes, if it needs replacing, etc. |  |
| Steps | Test for safety, rotting wood/steel, etc. |  |
| Porch | Test for safety, rotting wood/steel, etc. |  |
| Roof | Check for leaks, general condition, repairs needed |  |
| Windows/Doors | Check general condition, if any need replacing, etc. Please specify which unit. |  |

Please use separate sheet to specify (Windows/Doors, HVAC Unit and A/C Filter) that were replaced if does not fit in description section.