



RESIDENTIAL INSPECTION SERVICE

HOME OWNERS GUIDE

SELLER'S PROPERTY REVIEW

CHECKLIST

YARD & LANDSCAPING

SIDING & WOOD TRIM

WINDOWS

DOORS

ROOFS & GUTTERS

SITE DRAINAGE

EMERGENCY DISCONNECTS

WALLS, FLOORS & CEILINGS

FIREPLACE

SMOKE ALARM(S)

KITCHEN

BATHROOMS

GARAGE

ELECTRICAL SYSTEM

PLUMBING SYSTEM

HEATING SYSTEM

ATTIC & FOUNDATION

You've decided to sell your home. Part of the selling process is providing the prospective buyer with information regarding the structural and mechanical health of your home. California law requires sellers to disclose to buyers any information that might affect the desirability of the home, and you will be required to fill out a seller's transfer disclosure statement as part of the sales contract.

But how much do you really know about the home you're about to sell? If you've been living there for several years, you may not be aware of certain things that have aged or deteriorated. Think about it. Are you living with any condition now that might affect the sale of your house?

For example, if the dishwasher is running, do you still have hot water for a shower? Do the lights dim when the microwave oven and the toaster are operated at the same time? How old is the roof? Is it water tight? Are there any indications of building settlement? When was the last time you looked in the attic or under the house?

Whether or not these specific questions apply to your home, you'll want to know as much about your home as you can before you sell. This will help you avoid any unpleasant surprises during escrow that could delay your home sale or could create problems after the final papers are signed. Take some time and think about the actual condition of your home. Look around. Find out what you're really selling. This will give you important knowledge that will not only help you properly disclose information, but will give you an opportunity to make any repairs that may be necessary and/or could speed the sale of your home. Being able to present the property in its best condition helps make the transaction go smoothly and quickly.

The following checklist can help you assess the property. It contains some common questions associated with the sale of residential property. *(Since no two houses are exactly alike, this is meant to serve only as a guide, and is not intended to be all inclusive).* By following its format, you should be able to perform a general overview of the property in about an hour and a half. Start at the outside of the house and inspect the property site, and the building exterior. Then proceed inside and review the items outlined on the checklist. Once you're done, you'll have a better idea of the actual condition of your home.



Check box if **no** to question



EXTERIOR

YARD AND LANDSCAPING

- Fence free of rotted posts or loose boards?
- Gates operate properly?
- Walkways free of hazards? (such as large cracks, obvious lifting?)
- Patios free of hazards?
- Are steps provided with handrails?
- Patio/deck cover stable?
- Permits available?
- Walking surfaces free of pooling water after rain?

Comments _____

SIDING AND WOOD TRIM

- Free of deterioration and loosening?
- Securely attached?
- Joints between siding, trim and windows in good shape and caulked?

Comments _____

WINDOWS

Single pane ____ Double pane ____

- If double pane, windows free of fogging/staining between glass panels?
- Window panel free of cracks/breaks?
- Screens on all windows?
- Screens free of damage?
- All glass panels secure?

Comments _____

EXTERIOR DOORS

- Keys for all door locks?
- Weather-stripping on all?
- Open/close properly?

Comments _____

ROOFS

Type of roof _____

Approximate age _____

General condition _____

Repairs made to roof _____

- Where the repairs warranted?

Comments _____

GUTTERS

- Gutters in good condition and free of leaks?
- Downspouts in good condition and free of leaks?
- Downspouts diverted away from house?
- Splash blocks provided?

Comments _____

SITE DRAINAGE

- Ground/walk ways slope away from house?

Comments _____

EMERGENCY DISCONNECTS

Main electrical panel:

Where located? _____

Cover -Locked _____ Unlocked _____

- Is Cover accessible?

Gas Meter and shut-off:

Where located? _____

- Is gas meter accessible?

Main Water Valve:

Where located? _____

- Can you operate valve?

BUILDING INTERIOR

WALLS, FLOORS AND CEILINGS

- Free of large cracks?
- Level surface?
- Free of water staining?
- Floor covering free of damage/stains?
- Handrail for stairs secure?

Comments _____

WINDOWS AND DOORS

- Does door bell operate?
- Doors open & close properly?
- All windows lock properly?

Comments _____



Check box if **no** to question



FIREPLACE

- Damper operates properly?
- Proper hearth of 16" deep?
- Firebox free of cracks/erosion?
Date chimney was cleaned or serviced? _____

Comments _____

SMOKE ALARM(S)

- Where located? _____
- Operate(s) properly when tested?

Comments _____

KITCHEN

- Sink free of chips?
- Sink free of leaks?
- Faucet piping free of leaks?
- Drainage piping free of leaks?
- Sink drains properly?
- Countertop free of cracks/loosening?
- Are all appliances, lights and outlets part of the original home?

Comments _____

KITCHEN APPLIANCES

- All manuals available?

Range/oven:

- Each burner operates properly?
- Burners remove for cleaning?
- Doors seal properly?
- Clocks/timers operate?

Dishwasher:

- Operates through full cycle?
- Air gap fitting provided?

Kitchen exhaust fan:

- Operates properly?

Garbage disposal:

- Operates properly?
- Cover provided?

Comments _____

BATHROOMS

- Toilets flush properly?
- Tubs drain properly?
- Sinks drain properly?
- Showers drain properly?
- Faucet/drainage free of leaks?
- Drain stoppers operate?

Comments _____

GARAGE

- Main door opens and closes properly?
- Reverse function on automatic door opener operates properly?
- Controls provided?
- Spring protectors for door springs?
- Door between house and garage solid core and self-closing?
- Foundation vents unblocked?

Comments _____

ELECTRIC SYSTEM

- All outlets and switches operate?
- All lights operate without flickering/dimming?
- Permits available?
List any modifications made to electrical system (such as added switches, lights, circuits and fans) and enter in **Notes**.

Subpanel: Fuses _____ Breakers _____
Where located? _____

GFIC outlet: _____ breaker _____

- Device operates properly? (i.e., does the power to the outlet shut off when the test button is pushed?)

Comments _____

PLUMBING SYSTEM

Water heater:

- 2 secured seismic straps provided?
- Temperature and pressure relief valve provided with discharge piping?
- Burner 18" above the ground? (if located in garage)
- Hot water lines insulated?

Comments _____



