

EXAMPLE
Inspection Report

INSPECTOR'S NAME: _____

UNIT ADDRESS: _____

Today's Inspection Date: _____ Permission to enter granted by: _____

TYPE OF INSPECTION: Pre-Occupancy Periodic Annual Post-Occupancy

SYMBOLS: OK = Good F = Fair N = None S/C = See Corrections Noted T/D= Tenant Caused Damage

1	Exterior Doors	_____	_____	_____
2	Windows	_____	_____	_____
3	Interior Doors	_____	_____	_____
4	Walls	_____	_____	_____
5	Ceilings	_____	_____	_____
6	Floor Coverings	_____	_____	_____
7	Window Coverings	_____	_____	_____
8	Electrical Panel	_____	_____	_____
9	Electrical Outlets	_____	_____	_____
10	Lighting Fixtures	_____	_____	_____
11	Plumbing	_____	_____	_____
12	Plumbing Fixtures	_____	_____	_____
13	Hot Water Heater	_____	_____	_____
14	HVAC	_____	_____	_____
15	Mail Box	_____	_____	_____
16	Pest Problems	_____	_____	_____
17	Other _____	_____	_____	_____
18	Other _____	_____	_____	_____

Keys Given (itemize) _____ Date Given _____
Keys Returned (itemize) _____ Date Returned _____

Inspector Signature: _____

Date: _____

I hereby acknowledge that the unit and equipment described above is in the condition described in this report as of this date and that I will pay for the repair of any items identified in this report as Tenant Caused (T/D).

Tenant Signature: _____

Date: _____