

## PROPERTY INSPECTION CHECKLIST



My Ottawa Handyman Services *Comprehensive Move-In / Move-Out / Periodic Evaluation*

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### PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Inspection Type:  Move-In  Move-Out  Periodic **Tenant Name:**

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### 1. EXTERIOR & BUILDING ENVELOPE

- **Driveway/Garage Floor:** Check for oil stains, cracks, or heaving.
- **Mailbox & House Numbers:** Ensure security and clear visibility from the street.
- **Garage Door:** Test operation, remotes, weather stripping, and bottom seal.
- **Lighting:** Check all fixtures and photo sensors (dusk-to-dawn).
- **Outlets:** Test with GFCI tester; ensure weatherproof covers are intact.
- **Hose Bibs/Pipes:** Check for leaks, operation, and winter insulation wrap.
- **Walls & Fascia:** Inspect for damage, rot, or peeling paint.
- **Eaves & Porch:** Check soffit ventilation and ceiling condition.
- **Windows/Screens:** Check caulking/sealing and ensure screens are tear-free.
- **Landscaping:** Check for trees touching the roof or roots near the foundation.
- **Pool Area (if applicable):** Verify self-closing gates and safety alarms.

## 2. ROOF & DRAINAGE

- **Roof Surface:** Inspect for soft spots, missing shingles, or flashing issues.
- **Vents:** Ensure weather-proof caps are sealed and secure.
- **Gutters/Downspouts:** Check for debris, proper slope, and secure mounting.
- **Skylights:** Check for cracks and signs of previous water penetration.
- **A/C Unit:** Verify condensation lines divert water away from the foundation.

## 3. DOORS & HARDWARE

- **Entry Doors:** Inspect frames, deadbolts, hinges, and weather stripping.
- **Interior Doors:** Check for smooth operation, latches, and strike plates.
- **Sliding Doors:** Inspect tracks, rollers, and locking mechanisms.
- **Closet Doors:** Check Bifold/Bypass guides and alignment.
- **Fire Door:** Verify garage-to-house door has self-closing hinges.
- **Stops & Thresholds:** Ensure every door has a functional stop; check transitions.

## 4. KITCHEN

- **Faucet:** Test hot/cold/sprayer for leaks under pressure.
- **Sink Cabinet:** Check for mold, mildew, or active leaks (run disposal + full basins).
- **Garbage Disposal:** Test for noise and leaks.
- **Dishwasher:** Run a cycle; check mounting and door seals.
- **Fridge/Freezer:** Check bulbs, filters, temperatures, and ice maker.
- **Range/Oven:** Test all burners, broiler, and light. **Verify anti-tip device.**
- **Cabinets:** Inspect hinges, drawer slides, and toe kicks.

## 5. BATHROOMS

- **Fixtures:** Test faucet and shower diverter for leaks.
- **Drainage:** Verify sinks and tubs drain quickly; check pop-up stoppers.
- **Toilet:** Check for "rocking," flush twice, and inspect base for leaks.
- **Caulking/Grout:** Inspect tub, shower, and vanity seals for gaps.
- **Ventilation:** Test exhaust fan (check for dust buildup/noise).
- **Accessories:** Ensure towel bars and TP holders are securely mounted to studs/anchors.

## 6. ELECTRICAL & HVAC

- **Outlets/Switches:** Test all outlets; verify GFCI protection within 6ft of water.
- **Light Fixtures:** Replace burnt-out bulbs; check ceiling fan balance.
- **HVAC:** Check air filter size/condition. Note last service date.
- **Laundry:** Check washer hoses (leaks) and dryer vent (lint buildup/obstruction).

## 7. GENERAL INTERIOR

- **Flooring:** Note stains, chips in tile, or gaps in laminate/hardwood.
- **Walls/Ceilings:** Identify holes or water stains (use blue tape for photos).
- **Safety:** Check all handrails and guardrails for stability.

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## EXIT PROTOCOL (FINAL STEPS)

- Photo/Video documentation completed for all rooms.
  - Windows locked and blinds closed.
  - Thermostat set to **25°C (78°F)** or appropriate seasonal setting.
  - All lights and fans turned OFF.
  - Appliance data plates photographed for parts reference.
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