

# LIFETIME PROPERTY MANAGEMENT

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## Move-In Inspection Checklist

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### EXTERIOR - Building

- ☐ Siding/exterior walls: Check for cracks, holes, peeling paint, damage
- ☐ Foundation: Look for cracks, settling, water damage, gaps
- ☐ Roof condition: Note missing/damaged shingles, moss, sagging
- ☐ Gutters and downspouts: Check for damage, clogs, proper attachment
- ☐ Windows (exterior): Inspect frames, glass, screens, seals
- ☐ Doors (exterior): Check condition, weatherstripping, locks, hinges
- ☐ Garage door: Test operation, note dents/damage, check opener
- ☐ Exterior lighting: Test all fixtures, note missing bulbs

### EXTERIOR - Landscaping

- ☐ Lawn condition: Note bare spots, weeds, overall health
- ☐ Trees and shrubs: Document existing plants, note dead vegetation
- ☐ Sprinkler system: Test all zones, check for broken heads, leaks
- ☐ Fencing: Check for damage, missing boards, gate function
- ☐ Walkways/driveway: Note cracks, stains, trip hazards
- ☐ Deck/patio: Inspect for rot, loose boards, staining

### INTERIOR - Entry & Hallways

- ☐ Floors: Check for scratches, stains, damage, squeaks
- ☐ Walls: Look for holes, dents, scratches, paint condition
- ☐ Ceilings: Check for cracks, water stains, discoloration
- ☐ Baseboards/trim: Note dents, scratches, missing pieces
- ☐ Doors: Test operation, check for damage, verify locks work
- ☐ Light fixtures: Test all switches, check for damage
- ☐ Outlets/switches: Test all outlets, check switch operation
- ☐ Smoke detectors: Test function, verify placement, check dates
- ☐ CO detectors: Test function, verify presence in required locations

### KITCHEN

- ☐ Cabinets: Open all doors/drawers, test hardware, note damage

- ☐ Countertops: Inspect for cracks, chips, stains, burns
- ☐ Sink: Check for chips, stains, cracks, proper drainage
- ☐ Faucet: Test hot/cold water, check for leaks
- ☐ Garbage disposal: Test operation, check for leaks
- ☐ Refrigerator: Test cooling, check ice maker, inspect seals
- ☐ Stove/oven: Test all burners, oven heating, lights, knobs
- ☐ Dishwasher: Run test cycle, check for leaks, inspect racks
- ☐ Microwave: Test heating, turntable, lights, fan
- ☐ Range hood: Test fan speeds, lights, check filter

## **BATHROOMS**

- ☐ Floors: Check tiles, grout, note stains, water damage signs
- ☐ Walls: Inspect paint, tile, grout, caulking, water stains
- ☐ Vanity/cabinets: Test doors/drawers, check for water damage
- ☐ Sink: Check for cracks, chips, stains, proper drainage
- ☐ Faucet: Test hot/cold water, check for leaks
- ☐ Toilet: Flush test, check for leaks, inspect base caulking
- ☐ Shower/tub: Check tile, caulking, grout, drain, showerhead
- ☐ Exhaust fan: Test operation, verify venting
- ☐ GFCI outlets: Test ground fault function

## **BEDROOMS**

- ☐ Floors: Check carpet/hardwood for stains, damage, wear
- ☐ Walls: Inspect paint, note holes, dents, scratches
- ☐ Windows: Test operation, check screens, locks, seals
- ☐ Window coverings: Test blinds/curtains, note damage
- ☐ Closets: Inspect doors, rods, shelving, floor condition
- ☐ Light fixtures: Test all switches, ceiling fans
- ☐ Outlets: Test all electrical outlets

## **MECHANICAL SYSTEMS**

- ☐ Heating test: Run heat cycle, verify warm air from all vents
- ☐ Cooling test: Run A/C cycle, verify cold air from all vents
- ☐ Air filter: Note size, condition, accessibility
- ☐ Thermostat: Test all functions, check battery
- ☐ Water heater: Note age/condition, check for leaks
- ☐ Breaker panel: Note location, proper labeling

## FINAL STEPS

- ☐ Review with tenant: Walk through findings together
- ☐ Both parties sign: Have landlord and tenant sign and date
- ☐ Provide copy: Give tenant copy within 7 days (CA requirement)
- ☐ Upload photos: Organize in dated folder (minimum 50-100 photos)
- ☐ File documentation: Keep with tenant records for 4+ years





