Rental Property Inspection Checklist

Routine and seasonal inspection of an occupied rental

PROPERTY AND UNIT	INSPECTION DATE

TENANT(S)	INSPECTED BY

ENTRY NOTICE GIVEN ON	HOW NOTICE WAS GIVEN

Type: ☐ Routine ☐ Winter prep ☐ Other

Item to check	OK	Fix	Notes, repairs needed, photo taken
Safety			
Smoke alarms tested	☐	☐	
Carbon monoxide alarms tested	☐	☐	
Fire extinguisher (if provided)	☐	☐	
Outlets, GFCI, panel, no exposed wires	☐	☐	
Stairs, railings and steps secure	☐	☐	
Water and plumbing			
No leaks under sinks or at toilets	☐	☐	
Water heater (leaks, rust, venting)	☐	☐	
Signs of moisture or mold	☐	☐	
Drains run clear	☐	☐	
Heating and cooling			
Heat works in every room	☐	☐	
HVAC filter checked or changed	☐	☐	
Thermostat works	☐	☐	
Inside the unit			
Walls, ceilings and floors	☐	☐	
Windows and doors open, close and lock	☐	☐	
Appliances work	☐	☐	
Signs of pests	☐	☐	
Unapproved occupants, pets or changes	☐	☐	
Outside			
Roof, gutters and downspouts	☐	☐	
Siding, paint and foundation	☐	☐	
Walkways, driveway and lighting	☐	☐	
Yard, trees and fences	☐	☐	
Winter prep			
Outdoor faucets drained or covered	☐	☐	
Exposed pipes insulated	☐	☐	
Weatherstripping and caulk	☐	☐	
Chimney or fireplace checked	☐	☐	
Snow and ice removal plan agreed	☐	☐	

INSPECTED BY (SIGNATURE)	TENANT (OPTIONAL)	NEXT INSPECTION	COPY GIVEN ON

Instructions for the landlord

Keep this page. Do not send it to the tenant.

BEFORE YOU GO

- Give the tenant notice before you enter, as your lease and state law require. California: written notice 24 hours ahead, with the date, time and purpose.
- Bring this checklist, a flashlight and your phone for photos.

AFTER THE INSPECTION

- Give the tenant a copy.
- Schedule repairs and record each cost in your rent ledger.
- Inspect at least once a year and before winter.

FREE GUIDE

simplerentledger.com/rental-inspection-checklist/