

## Property Inspection Instructions

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

The purpose of the property inspection report is to ascertain the general condition of the property as to whether it is safe, sound and sanitary. The focus should be to determine if there are any (i) property deficiencies that may affect the health and safety of the occupants, (ii) apparent code violations, (iii) items which negatively impact the living environment as a result of deferred maintenance and repairs, either individually or in the aggregate and (iv) items which although functional are cosmetically unappealing, such as dated or worn carpets/vinyl, appliances, fixtures, wall coverings, cabinets and the like.

The inspector must inspect enough of the units to accurately evaluate the condition of each building and the serviceability of its systems. The inspector must make a good faith effort to inspect the following and, if unable to, must so state in the report along with the reason. The following must be inspected:

1. At least 50% of occupied units;
2. At least 100% of vacant units; plus:
  - **grounds** to include driveways, sidewalks, retaining walls, patios, decks, fences and gates;
  - **exterior** to include stairs, walls, trim, chimney and lanais;
  - **foundation** to include structure, slab, grade, and crawl space/basement;
  - **roof** to include exposed flashings, gutters and down spouts;
  - **plumbing** to include main lines, supply lines and waste lines;
  - **fuel system** to include lines and storage tank, if any;
  - **water heaters and boilers**;
  - **electrical** to include main panels and exterior plug-ins;
  - **interiors** to include doors, hallways, stairways, windows, walls, ceilings, floors, floor coverings and fireplaces;
  - **attics** to include, ventilation, insulation and vapor barrier;
  - **laundry facilities** to include ventilation, appliances and floor covering;
  - **kitchen** to include ventilation, appliances, cabinets and floor and wall coverings;
  - **bathrooms** to include ventilation, fixtures, tub and enclosures, vanities/cabinets and wall and floor coverings; and
  - **garages and carports**.

These instructions must be signed by the inspector and included as an addendum to the report.

I hereby certify that I have inspected the property as instructed and the findings are set-out in the attached Property Inspection Report. Furthermore, I certify that I am competent to perform the inspection as instructed.

By: \_\_\_\_\_

Date: \_\_\_\_\_