



Property Inspection Checklist

Address: _____ Date: _____ Time: _____

- **Smoke detectors** - Make sure there is a working smoke detector in each bedroom, one directly outside the bedrooms, one additional smoke detector elsewhere in the property per floor.
- **Carbon Monoxide Detector** – BrightBox requires a working carbon monoxide detector in all residential rental properties, regardless of the heating source. Make sure there is at least one working on each floor.
- **Mold** - Look for any signs of mold in each room, especially in corners, behind furniture, near windows, on walls, in closets, or under cabinets. Ask tenant if they have seen any mold. Look for anything as small as a few specks, slight wall discoloration, or obvious patches of mold growing. Make note of any problem areas, take a picture and write the description of location and size of the area.
- **Leaks** – Even the smallest drip from a faucet can cause hundreds or even thousands of dollars in damage. Please make note of any leaks in the following areas:
 - **Kitchen:** Is the kitchen faucet dripping? Y/N
 - **Kitchen:** Is it dry in the cabinet beneath the kitchen sink? Y/N
 - **Kitchen:** Under the sink, are there any signs of rot or of being recently damp?
 - **Bathroom(s):** Is the bathtub faucet dripping?
 - **Bathroom(s):** Is the bathroom faucet dripping?
 - **Bathroom(s):** Is it dry in the cabinet beneath the bathroom sink?
 - **Bathroom(s):** Under the bathroom sink, are there any signs of rot or of being recently damp?
 - **Bathroom(s):** Is the toilet making a continuous sound like “running water?” If so, make a note.
- **Water Damage:** Check the ceiling throughout the property. Are there any signs of water from a roof leak (brown spots, rings, saggy drywall)? Y/N
- **Caulk** - Is the caulk around the shower/along the bottom of the tub good?
- **Interior Lighting** - Do all interior lights work? (Bedrooms, bathrooms, kitchen, etc.)
- **Exterior Lighting:** Do all exterior lights work? (Decks, porches, garages, etc.)
- **Blinds** - Are all blinds in good condition?
- **Decks/Porches** - Is the deck, porch, or other outdoor areas clear of unapproved items? (Anything that is not a BBQ, lawn furniture, or plant.)
- **General Condition** - Is the tenant keeping the unit clean and in good condition?

Yes ____ No ____

Please list any additional important details:

Inspection completed by:

Signature: _____

Date: _____