

# Discrepancy Inspection Report Checklist

At Viewtifully Clean LLC, we provide a comprehensive Discrepancy Inspection Report to ensure that every aspect of a property is thoroughly checked before a tenant moves in. This process helps identify any issues that need attention, ensuring the property is in optimal condition for the new occupant. Here's a list of items we typically inspect:

## General Areas:

- **Windows:** Inspect windows for cracks, broken glass, or damaged screens. Test window functionality (opening, closing, locking). Ensure all window locks are functional.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Doors:** Check all doors for proper operation, including locks, handles, and hinges.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Smoke and Carbon Monoxide Detectors:** Verify they are present.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Electrical Outlets:** Test all outlets for proper function.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **HVAC Systems:** Check the operation of heating, ventilation, and air conditioning systems.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Air Vents and Filters:** Inspect air vents for dust accumulation. Note if air vent filters need replacement. Ensure vents are securely attached and not obstructed.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Walls and Ceilings:** Look for holes, cracks, or peeling paint. Check for signs of mold, water damage, or discoloration. Inspect for any loose or damaged ceiling tiles.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Flooring:** Examine all flooring (carpet, hardwood, tile) for stains, scratches, or damage. Check for loose or missing tiles. Document any carpet stains or areas of significant wear.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Light Fixtures and Bulbs:** Check all light switches for proper operation. Inspect fixtures for damage or missing parts. Count and document the number of light bulbs that are out.

Checked:

- Yes
- No

Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Ceiling Fans:** Verify ceiling fans are operational. Check for wobbling or unusual noise. Inspect for dust accumulation or damage.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Closets:** Inspect doors, shelves, and hanging rods.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Fireplace (if applicable):** Ensure the fireplace is clean and operational. (Does not include chimney inspection).

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Blinds/Curtains:** Check for damage and proper operation.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Kitchen:**

- **Appliances:** Inspect stove, oven, refrigerator, dishwasher, and microwave for functionality.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Cabinets and Drawers:** Check for any broken handles, hinges, or damage.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Countertops:** Look for chips, stains, or other damage.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Sink and Faucet:** Test for water flow, faucet handle does not fall off, proper drainage, and check for leaks.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Garbage Disposal (if applicable):** Ensure it is operational.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_

### **Bathrooms:**

- **Toilets:** Check for proper flushing, leaks, and stability.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Sinks and Faucets:** Test for water flow, proper drainage, and leaks.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Bathtub/Shower:** Inspect for cracks, staining, caulking, water flow, and proper drainage.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_

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- **Mirrors:** Check for cracks and scratches.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_

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- **Cabinets and Drawers:** Check for any broken handles, hinges, or damage.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_

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### **Laundry Room:**

- **Washer and Dryer:** Inspect for cleanliness and functionality, check hoses and vents.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Water Supply Lines in House / Apt:** Ensure no leaks or damage.

Checked:

- Yes
- No
- Not applicable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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This detailed inspection ensures that any discrepancies are noted and addressed, protecting both property owners and tenants by providing a clear record of the property's condition before occupancy.

## Notes:

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