**NEW HOME CHECKLIST TEMPLATE**

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| **LOCATION** | **PREPARED BY** | **DATE** |
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| **THINGS TO REMEMBER FOR FINAL WALKTHROUGH** |
|  | **TASK / ITEM** |  **ADDITIONAL INFO**  |
|  | ALLOW SEVERAL DAYS BETWEEN INSPECTION AND CLOSING |   |
|  | MAKE SURE ALL ISSUES ARE ADDRESSED AND FIXED |   |
|  | DO NOT RUSH! |   |
|  | GET IT IN WRITING |   |
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| **HEATING & COOLING** |
|  | **TASK / ITEM** |  **ADDITIONAL INFO**  |
|  | RAISE AND LOWER THERMOSTAT TO ENSURE PROPER FUNCTION |   |
|  | CHECK ALL VENTS / RADIATORS FOR PROPER FUNCTION |   |
|  | ALLOW HEAT TO RUN AND SHUT OFF AUTOMATICALLY |   |
|  | ALLOW A/C TO RUN AND SHUT OFF AUTOMATICALLY |   |
|  | LOCATE COLD AIR RETURNS. CHECK FOR PROPER PLACEMENT |   |
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| **ELECTRICAL** |
|  | **TASK / ITEM** |  **ADDITIONAL INFO**  |
|  | TURN ON AND OFF ALL SWITCHES AND FIXTURES |   |
|  | PLUG A RADIO OR LAMP INTO EACH OUTLET |   |
|  | TEST DOORBELL |   |
|  | CHECK THAT HEAVY-DUTY LINES EXIST WHERE NEEDED |   |
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| **PLUMBING** |
|  | **TASK / ITEM** |  **ADDITIONAL INFO**  |
|  | TURN ON AND OFF ALL FAUCETS |   |
|  | ALLOW WATER TO RUN FOR SEVERAL MINUTES |   |
|  | CHECK DRAINAGE IN EACH BASIN |   |
|  | CHECK FOR LEAKS AND DRIPS |   |
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| **CEILINGS, WALLS, & FLOORS** |
|  | **TASK / ITEM** |  **ADDITIONAL INFO**  |
|  | INSPECT ALL FINISHES FOR COLOR AND QUALITY |   |
|  | INSPECT DRYWALL FOR SEEMS, NAILS, CRACKS, AND HOLES |   |
|  | INSPECT MOLDINGS FOR QUALITY AND GAPS |   |
|  | INSPECT ALL TILING FOR MISSING GROUT, CRACKS, AND CHIPS |   |
|  | CHECK FOR SCUFFS AND SCRATCHES |   |
|  | ENSURE CARPETING IS FREE OF RIPPLES AND TEARS |   |
|  | LOOK AT ALL CEILINGS FOR SIGNS OF CRACKS OR MOISTURE |   |
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| **DOORS** |
|  | **TASK / ITEM** |  **ADDITIONAL INFO**  |
|  | CHECK THAT ALL DOORS OPEN EASILY AND PROPERLY |   |
|  | ENSURE LATCHES CATCH  |   |
|  | OPEN DOORS TO CHECK FOR PROPER STOPPER ALIGNMENT |   |
|  | CHECK ALL DOOR LOCKS FOR FUNCTIONALITY |   |
|  | CHECK FOR GAPS UNDER DOORS AT THRESHOLDS |   |
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| **WINDOWS** |
|   | **TASK / ITEM** |  **ADDITIONAL INFO**  |
|  | INSPECT ALL GLASS FOR BREAKS AND CRACKS |   |
|  | OPEN AND CLOSE ALL WINDOWS |   |
|  | CHECK FOR AIR LEAKS BY HOLDING A MATCH OR LIGHTER |   |
|  | CHECK THAT SCREENS ARE IN GOOD CONDITION |   |
|  | CHECK HARDWARE, LOCKS, AND HINGES |   |
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| **KITCHEN** |
|  | **TASK / ITEM** |  **ADDITIONAL INFO**  |
|  | INSPECT CABINETRY FIXTURES AND FINISHES |   |
|  | INSPECT COUNTERTOPS FOR CRACKS AND SCRATCHES |   |
|  | CHECK CABINETRY FOR STURDY SHELVING AND HINGES |   |
|  | CHECK DRAWERS FOR SMOOTH OPENING AND CLOSING |   |
|  | CHECK APPLIANCE FUNCTIONALITY AND PROPER HOOK-UPS |   |
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| **BATH** |
|  | **TASK / ITEM** |  **ADDITIONAL INFO**  |
|  | ALLOW SHOWERS / TUB FIXTURES TO RUN |   |
|  | CHECK FOR PROPER FLOW AND TEMPERATURE |   |
|  | ALLOW WATER TO "PUDDLE" TO CHECK FOR PROPER DRAINAGE |   |
|  | CHECK BASINS FOR CHIPS / CRACKS |   |
|  | FLUSH TOILETS |   |
|  | CHECK THAT TOILETS ARE PROPERLY SET FOR SAFETY AND LEAKS |   |
|  | CHECK CABINETS, CLOSETS, AND FLOORS FOR MOISTURE |   |
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| **EXTERIOR, PORCHES, & DECKS** |
|  | **TASK / ITEM** |  **ADDITIONAL INFO**  |
|  | CHECK SIDING / BRICK FOR CONDITION AND EVEN COVERAGE |   |
|  | CHECK SIDING / BRICK FOR APPEARANCE |   |
|  | CHECK GUTTERS, DOWNSPOUTS, AND DRAINAGE AREAS |   |
|  | CHECK SIDEWALKS AND PORCH AND PATIO FLOORS FOR CRACKS |   |
|  | ENSURE STURDINESS OF ALL RAILINGS |   |
|  | CHECK FOR LOOSE / EXPOSED NAILS AND SCREWS |   |
|  | CHECK STURDINESS OF PORCHES AND DECKS |   |
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| **ATTIC & BASEMENT** |
|  | **TASK / ITEM** |  **ADDITIONAL INFO**  |
|  | CHECK FOR MOISTURE / MOLD |   |
|  | INSPECT WALLS, FLOORS, AND CEILINGS FOR WATER DAMAGE |   |
|  | INSPECT ALL HVAC SYSTEMS |   |
|  | CHECK VENTILATION SYSTEM ELEMENTS |   |
|  | INSPECT FOR SIGNS OF INFESTATION |   |
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| **GARAGE & ADDITIONAL STRUCTURES** |
|  | **TASK / ITEM** |  **ADDITIONAL INFO**  |
|  | INSPECT DOORS |   |
|  | ENSURE THAT ANY REMOTE DOOR OPENERS ARE AVAILABLE |   |
|  | ASK ABOUT ANY LOCK CODES |   |
|  | CHECK FLOORS FOR CRACKS AND PROPER DRAINAGE |   |
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| **MISCELLANEOUS** |
|  | **TASK / ITEM** |  **ADDITIONAL INFO**  |
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| **ADDITIONAL COMMENTS** |
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