**[](https://goo.gl/ZeCEbE)NEW HOME CHECKLIST TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **LOCATION** | **PREPARED BY** | **DATE** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **MISCELLANEOUS** | | |
|  | **TASK / ITEM** | **ADDITIONAL INFO** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **ADDITIONAL COMMENTS** |
|  |
|  |
|  |
|  |