

# 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, AND 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 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, AND 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, 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 AND 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 AND 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	