

Contractor Code:   
 Property Address: \_\_\_\_\_

Crew who completed initial: \_\_\_\_\_  
 Date QC was performed: \_\_\_\_\_  
 Name of person completing QC: \_\_\_\_\_

## EXTERIOR

- Is the grass maintained: edged/trimmed/leaves/cut/shrubs
- Is there a straight edge in all areas (drive, sidewalk, patios)?
- Are shrubs blocking access to the property entrances or rubbing against the structure?
- Do shrubs present a neat uniform appearance? (If no what areas front, side, back)
- Are leaves present (in any non-wooded areas)?  
If yes, where (front/rear/side yard/behind shed, porch, deck, other)
- Are weeds or saplings and scrub bigger than 3/8" diameter present?  
If yes, where: Fence lines, foundation, paved areas, flower beds
- Are there any clippings left in the yard or on paved areas?  
If yes, on front, rear, side yard or driveway, sidewalk, walkway?
- Has snow deeper than 3" been removed from the drive and sidewalks and salt applied?
- Is there any exterior debris in/on: Flower beds, porch, front/rear/side yard, driveway, sidewalk, walkway, patio, deck?  
If yes, is the debris natural lawn foliage or other?
- Are there any unnecessary posting visible from the exterior?
- Is there any scattered debris throughout exterior?
- Are there any holes or other exterior trip hazards?
- Are Gutters free of debris?
- Are trees making contact with the structure?
- Is there dead timber/trees that pose a hazard?
- Does the siding need to be power washed?
- Is there a tarp on the roof?
- Is there debris on the roof?
- Outside A/C unit present?
- Outbuilding (present)  
   Free of debris?
- Swept out?
- Secured?
- Large cobwebs present?
- Detached garage (present?)  
   Free of debris?
- Swept out?
- Secured?
- Large cobwebs present?
- External entry to crawlspace?  
   Is it secured?
- Pool present? Operable/inoperable/maintained? (Circle if applicable)
- Is it secured; if so how? Fence/gate/cover?

### Yes No NA Balance of Exterior SHCL

- Light bulbs missing/burnt out? (where?)
- Broken glass?
- Light Fixtures unattached/hanging?
- Steps missing broken?
- Handrails missing or loose
- Foundation damage (Missing bricks/blocks, large cracks)
- Is the entryway into the property clean and free of debris, webs and/or dirt.
- Were doors properly secured?
- Key code used to gain entry? \_\_\_\_\_
- All windows properly secured?
- Is the exterior dryer vent covered?
- Any evidence of vandalism?  
Internal/External?  
Location? [Condition, Photo]

## INTERIOR

### Yes No NA Kitchen

- Are the sign in sheet and air freshener present and dated.  
[date: \_\_\_\_/\_\_\_\_/\_\_\_\_]
- Are floors mopped or vacuumed

*Completely clean interior and exterior of all listed items below, ensuring that all dust, dirt and debris particles have been removed. Verify that all are white glove clean by sweeping your hand in and across: (answer NA if any of the below are missing)*

- Stove
- Microwave
- Dishwasher
- Refrigerator
- Countertops
- Cabinets
- Drawers
- Ceiling fans
- Window sills
- Vents
- Baseboards
- Light Fixtures
- Sinks
- Vents

*Are the following streak free, free of grease and free of fingerprints?*

- Refrigerator
- Stove, Oven
- Oven hood/vent
- Microwave
- Were all interior windows cleaned?
- Were walls wiped down?
- Were appliances pulled out and swept behind?
- Are gas caps installed and tight
- Are light bulbs present in every socket?
- Are switch plate covers installed
- Are all hooks and/or nails are removed from walls?

### Yes No NA Bathroom

- Toilet – was it initially cleaned?
- Toilet - has it been subsequently used and needs cleaned again?
- Is antifreeze present in toilets?
- Toilet wrap installed?
- Water turned-ff?
- Floors vacuumed and mopped?
- Medicine cabinet free of dust and debris particles?
- Are the mirrors streak-free and clean?

*Completely clean interior and exterior of all listed items below, ensuring that all dust, dirt and debris particles have been removed. Verify that all are white glove clean by sweeping your hand in and across: (answer NA if any of the below are missing)*

- Sink
- Countertop
- Tub and surround/walls
- Shower stall
- Tiles
- Window sills
- Baseboard
- Light fixtures
- Is air freshener present?
- Is it dated? [date: \_\_\_\_/\_\_\_\_/\_\_\_\_]
- Is a shower curtain present?
- Any missing light bulbs?
- Any uncapped sewer lines?

**Comments/Notes:**

# INTERIOR (continued)

## Yes No NA **Common Living Areas**

(living rooms, family rooms, bedrooms, offices, halls, stairwells, etc...)

- Any debris present?  
Which room? [photo]
- Swept, mopped or vacuumed?
- If vacuumed are carpet lines present?

Completely clean interior and exterior of all listed items below, ensuring that all dust, dirt and debris particles have been removed. Verify that all are white glove clean by sweeping your hand in and across: (answer NA if any of the below are missing)

- Baseboards
- Closets
- Horizontal surfaces
- Tops and Corners of walls
- Window sills
- Air returns and vents
- Ceiling fans
- Light Fixtures
- Fireplace present? Yes/No
- Any windows boarded? (if yes, take picture)

## Yes No NA **Interior SHCL**

if negative, prompt for room, populate with rooms and conditions already mentioned

- Any uncapped wires?
- Any missing light bulbs?
- Are switch plate covers installed?
- Are all hooks and/or nails are removed from walls.
- All sewer/septic openings addressed?
- Broken glass
- Light Fixtures unattached
- Steps missing or broken
- Handrails missing or loose
- Uncapped gas lines?
- Floor missing vents or has open holes
- Ceiling fan blades damaged and posing a hazard?
- Are all cabinets, cabinet doors, drawers and countertops secure enough to not present a hazardous condition?
- Is there any drywall not securely attached to the wall or ceiling
- Are smoke detectors/monoxide detectors present and operable. Are any detectors chirping?
- Are water supplies capped that are not hooked up to an appliance or faucet and do not have a drain under them (washer hook ups, refrigerator water lines, dishwasher water lines...)?
- Is there any discoloration?  
Room?  
Size of affected area?
- Is there evidence of an active roof leak?  
Which room?  
Source of leak [Comment]
- Are there any environmental issues or unusual conditions? [Comment + Photo]
- Any visible interior damage?
- Are any cracks in glass covered with tape?
- Tears in carpet that present a trip hazard?
- Tears in linoleum that present a trip hazard?
- Are all TV cables rolled up tight?
- Are there any other flooring trip hazards present?
- Is the dryer vent capped/taped/open to the exterior (Circle One)?
- Any windows or doors boarded?
- Unaddressed infestations?

## Comments/Notes:

## Yes No NA **Basement**

- Present? (Y/N)  
If yes:
- Are the floors swept, mopped or vacuumed?

Completely clean interior and exterior of all listed items below, ensuring that all dust, dirt and debris particles have been removed. Verify that all are white glove clean by sweeping your hand in and across: (answer NA if any of the below are missing)

- Windows and window sills
- Horizontal surfaces
- Cabinets
- Is there debris in rafters?
- Are there large cobwebs present?
- Large cobwebs present?

## Yes No NA **Systems Review**

- Is there a cover on the breaker panel?
- Are covers present within the breaker panel?
- Main breaker position? (on/ff)
- Electricity? (on/ff)
- Sump pump present?
- Operational? [photo, pull float show operational]
- Any uncapped gas lines?
- Any addressed septic/sewer openings?
- Is the Furnace present?
- Is hot water heater present?
- Drained?
- Is there a zip tie on water shut-off valve?
- Is meter disconnected? (Provide Photo Of Meter Reading)
- Is crawlspace free of debris and water?

## Yes No NA **Utility Area**

- Washer free of debris?
- Dryer free of debris?
- Utility area clean and free of debris?
- Laundry sink present and clean?
- Is air freshener present?
- Is it dated? [date: \_\_\_\_/\_\_\_\_/\_\_\_\_]
- Is the dryer hook up attached to the dryer or taped over to prevent infestation?