

Contractor Code:
Property Address: _____

Crew who completed initial: _____

Date QC was performed: _____

Name of person completing QC: _____

Exterior

Yes No NA

- Safeguard securing sticker affixed to corner of window at front entry.
- Lawn maintained on all sides of property.
- Straight edge in all areas (drive, sidewalk, patios).
- Shrubs trimmed in a uniform manner and not encroaching on the structure or walkways.
- Leaves removed from property.
- Saplings cut down and removed from around foundation, fence lines, decks and patios.
- Weeds remediated from property and weed abatement applied.
- Grass and shrub clippings removed.
- Overgrowth trimmed back from encroaching on structure, porches, decks and walkways.
- Debris including branches and sticks removed from around yard, foundation lines and flowerbeds.
- Unnecessary postings and pre-sale stickers removed from exterior windows and doors.
- Outbuildings/sheds cleaned and secured.
- Are trees making contact with the structure?
- Is there a tarp on the roof?
- Outside A/C unit present.
- Cobwebs and birds nests removed from exterior.
- Pool present? Operable/inoperable/maintained? (Circle if applicable)
- Evidence of vandalism.
- Snow deeper than 3" been removed from the drive, sidewalks, walkways, entryways and de-icing applied?
- Trash cans placed in the garage or rear of property upside down.

- Vents.
- Ceilings and walls wiped down and free of cobwebs.
- Light fixtures.
- Floors vacuumed and mopped.
- Medicine cabinet free of dust and debris particles.
- Mirrors streak-free and clean.

Common Living Areas

Remove debris and 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)

Yes No NA

- Baseboards.
- Closets.
- Horizontal surfaces.
- Ceilings and walls wiped down and free of cobwebs.
- Door fronts and casing.
- Air returns and vents.
- Ceiling fans.
- Light Fixtures.
- Fireplace present and clean.
- Interior windows and sills cleaned.
- Cabinets (interior and exterior).
- Sinks cleaned in laundry and bar areas.
- Air freshener installed in laundry and bar areas.
- Utility areas (water heater, washer & dryer, furnace).
- Garage floor and cabinets.

Kitchen(s)

Remove all debris and completely clean interior and exterior of all surfaces and areas, ensuring that all dust, dirt, grease, fingerprints 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)

Yes No NA

- Sign in sheet and air freshener present and dated.
- Stove top.
- Oven/range/hood/vent.
- Microwave.
- Dishwasher.
- Refrigerator.
- Countertops.
- Cabinets (interior, fronts and on top).
- Drawers.
- Ceiling fans.
- Window interiors, frames, and sills.
- Door fronts and casing.
- Vents.
- Baseboards.
- Walls wiped down and free of grease.
- Ceilings and walls wiped down and free of cobwebs.
- Floors have been swept and mopped including under appliances.
- Light Fixtures.
- Sinks.
- Vents.

Bathroom(s)

Remove debris and completely clean interior and exterior of all surfaces and areas, 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)

Yes No NA

- Air freshener present and dated.
- Sink.
- Toilets.
- Countertop.
- Tub and shower surround/walls.
- Shower enclosure.
- Cabinets and drawers (interior and exterior).
- Window interiors, frames, and sills.
- Door fronts and casing.
- Baseboard.

Hazards and Allowables

Reading and understanding the work order is critical as the items listed below DO NOT pertain to all properties. All items that are required are expected to be addressed both on the interior and exterior of the property, including garage and outbuildings.

Yes No NA

- Electrical and low voltage wires capped.
- Missing or burnt out light bulbs installed and working (interior and exterior).
- Switch plate and outlet covers installed.
- Hooks, nails and window hardware removed from walls, garages, outbuildings and protruding carriage bolts cut.
- Sewer/septic openings capped.
- Broken glass removed (interior and exterior).
- Light Fixtures secured.
- Steps missing or broken.
- Handrails missing or loose.
- Gas lines correctly capped.
- Holes in floor boarded.
- Missing floor vents installed.
- Cabinets, cabinet doors, drawers and countertops secure.
- Hanging drywall securely attached to the wall or ceiling.
- Smoke detectors and carbon monoxide detector present and operable.
- Open water lines and spigots capped.
- Is there any discoloration?
- Is there evidence of an active roof leak?
- Are there any environmental issues or unusual conditions?
- Visible interior damage.
- Cracks in glass covered with tape.
- Carpet/linoleum trip hazards taped and secured.
- Loose cables secured or rolled up and zip tied (interior and exterior).
- Interior dryer vent taped.
- Breaker panel covered.
- Missing breakers covered with blank inserts.
- Windows locked or locks installed on main level and basement.
- Windows clear boarded/wood boarded and secure.
- Pool/hot tub secured.
- Crawlspace secured.
- Handrails present (interior and exterior).
- Holes filled in ground.

FNMA Allowables

Reading and understanding the work order is critical. The items below only pertain to work being completed on Fannie Mae (FNMA) properties. When applicable, the items below are required to be completed on every initial service order.

Yes No NA

- Graffiti including obscenities or gang affiliation covered with paint or primer.
- Repair or replace doorbell.
- Replace damaged/non functioning exterior door(s) on main structure with new frame when applicable.
- Repair damaged sections of decking.
- Replace or repair damaged or missing exterior light fixtures.
- Repair or replace hand rails to local code.
- Fill all holes in ground.
- Repair overhead garage door.
- Paint boarded overhead garage door.
- Repair fence and fence gates.
- Repair gutters and/or install downspouts and downspout extensions and diverters.
- Power wash structures, sidewalks, driveway and walkways.
- Reglaze broken, unsecured windows.
- Repair or replace shutters.
- Repair interior or exterior steps.
- Exterior window cleaning package completed.
- Mulch/landscaping package completed.
- Gutter/roof package completed.