

The 'Checklist' for setting up a Home Inspection' form below can assist the Real Estate Agents and homebuyers when setting up their home inspections. The 'Seller's Home Inspection Preparation Checklist' form can be used by the seller or listing agent.

Buyer: \_\_\_\_\_

Phone: \_\_\_\_\_

Inspection Address: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

- \_\_\_ Schedule Inspection Day, Date and Time.
- \_\_\_ Confirm appointment with the Buyer.
- \_\_\_ Confirm Appointment with the seller.
- \_\_\_ Confirm Appointment with the other Agents.
- \_\_\_ Ensure that all services (gas, electric, and water) are on.
- \_\_\_ Obtain any gate codes or lock box info.
- \_\_\_ Obtain any additional keys, such as: guest house, electrical panels, garage, etc.
- \_\_\_ Ensure that attic and crawlspaces are accessible.
- \_\_\_ Have seller's transfer disclosure statements available.
- \_\_\_ Have other seller's documents available, such as: building permits, warranties, etc.
- \_\_\_ Insure all pets are properly handled.

#### Checklist for Seller's Preparation for Home Inspection

A property inspection is scheduled for:

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

The following items should be completed prior to the inspection:

- \_\_\_ Have all services turned on (gas, electric, water)
- \_\_\_ Have attic and crawlspaces accessible.
- \_\_\_ Have pilot lights on and accessible.
- \_\_\_ Have electrical panels accessible.
- \_\_\_ Have garage and garage doors accessible and operable.
- \_\_\_ Have exterior of the house accessible.
- \_\_\_ Have animals/pets put out of the way.
- \_\_\_ Disclose any problems that affect the property.
- \_\_\_ Have documentation available regarding warranties, addition permits, etc.
- \_\_\_ Provide instructions for any special operations.

Items that could enhance the outcome of the inspection:

- \_\_\_ Heating and cooling systems clean accessible.
- \_\_\_ Built-in appliances clean and operable.
- \_\_\_ Exhaust fans clean and operable.
- \_\_\_ Water heater properly installed.
- \_\_\_ Smoke detectors installed and operable.
- \_\_\_ Pool cleaned with equipment operable and accessible.
- \_\_\_ Rain gutters repaired and cleared of debris.
- \_\_\_ Remove all tree limbs and debris from the roof and structure.
- \_\_\_ Replace any burned-out light bulbs.
- \_\_\_ Cut back all vegetation in contact with the house.
- \_\_\_ Redirect all landscape irrigation away from the fencing and structure.