

## STANDARD CHECKLIST

<b>Balcony</b> Carpet or epoxy flooring, paint on walls and ceiling
Windows and doors Glass, frame, and tracks
<b>Floors</b> Cracking, buckling, and wear and tear
<b>Trim</b> Caulk, paint, and damage
Walls and paint Caulk, paint, and damage
Ceiling and paint Caulk, paint, and flaking
<b>Plumbing</b> Visual leaks, corrosion, water flow, and drainage
<b>Electrical</b> Receptacle tester and light test
<b>HVAC</b> Visual of tag information and filter
Hot Water Tank Visual of tag and tray condition
<b>Pictures</b> Pictures of entire checklist
Recommended action items and misc. notes Pictures of entire checklist