

Rental Property Acquisition Checklist

GENERAL INFO

Item	Questions / Things to Look For	Notes / Comments
Structural set-up	What is the age of the house?	
	How many stories?	
	Number of windows?	
	Is there a garage?	
	What is the overall construction quality?	
Sizing Info	How many units are there?	
	What is the lot size?	
	How many bedrooms per unit?	
	How many bathrooms per unit?	
	Approximate square footage	
Other General Property Info	Any evidence of rodent or insect infestation?	
	What is included? (fridges, blinds, stoves, etc.)	
	Any obvious general repairs needed?	
Neighborhood / Street	What is the view like?	
	Is the neighborhood run down looking?	
	Are the houses on the street in good repair, or run down?	
	Are the sidewalks in good condition?	
	What is your first impression of the local residents?	
	Are there any industrial buildings in view?	
	Is it located on a busy road?	

BASEMENT INTERIOR

Item	Questions / Things to Look For	Notes / Comments
Water penetration	Where is water coming in?	
	Any efflorescence?	
	Is the sump pump working?	
	Any evidence of mold?	
	Is the floor paved or dirt?	
	Any holes or cracks in the floor?	
Foundation walls	Accessible or inaccessible?	
	What is the condition?	
	Any cracks?	
Main girder	Is it resting on the foundation?	
	Is it in need of repair?	
	Any evidence of deterioration, decay, or insect activity?	
Floor joists	What is the condition?	
	Are any rotted or sagging?	
Posts	What is the condition?	
	Are any rotted, uneven, or in need of repair?	
Insulation	Type?	
	Condition	
	Amount	
	Any vapor barrier?	
Crawl spaces	Any cracks?	
	What is the overall condition?	

ATTIC

Item	Questions / Things to Look For	Notes / Comments
Insulation	Type?	
	Condition	
	Amount	
	Any vapor barrier?	
	Any other signs of decay?	
Leaks	Any around the chimney? (yes/no)	
	Any vent pipe leaks? (yes/no)	
	Any daylight visible from the attic? (yes/no)	
	Location of any indications	
Ventilation	What type (gable, roof ridge, fan)?	
	Any repairs required?	
	Is the ventilation sufficient?	
	Any evidence of condensation?	
	Any improper venting into the attic (i.e., from a bathroom fan or kitchen vent)?	
Framing	Is it structurally sound?	
	Any decay?	
	Any insect activity?	

Rental Property Acquisition Checklist

EXTERIOR		
Item	Questions / Things to Look For	Notes / Comments
Foundation	Any mortar missing in joints?	
	Any open holes?	
	Any cracks or other signs of decay?	
Roof	What kind of shingles?	
	Age of roof?	
	Is it leaking?	
	Any shingles missing, warped or cracked?	
	Is the sheathing bowed?	
Roof vents	Is the flashing defective or in need of repair?	
	Any leaks?	
	Any other signs of decay?	
Chimney	Any mortar missing?	
	Any damaged / decaying bricks?	
	Is the brickwork sagging or leaning?	
	Is the flashing adequate?	
Gutters	Any open gaps or holes in the flashing?	
	What kind of gutters are they?	
	Any leaks?	
	Any decay?	
	Any dents or cracks?	
Down spouts	Any splash plates?	
	What type?	
	Any open seams?	
	Any missing sections?	
Trim	Any rust?	
	Discharging to foundation? (yes/no)	
	Any decaying wood?	
	Any missing sections?	
Siding	Any peeling or chipped paint?	
	Any other signs of decay?	
	What type (vinyl, aluminum, cedar, etc.)?	
	Any cracks or dents?	
	Any repairs needed?	
Windows	Any rust?	
	Any missing sections?	
	What kind of windows?	
	Is the caulking adequate?	
	Any broken glass?	
Entrances	Any missing putty?	
	Any missing latches or locks?	
	Any missing or damaged screens?	
	What is the condition of the doors (fair, good, needs repair)?	
	Is there adequate weather-stripping around the doors?	
Porches	What is the condition of the screen doors?	
	What is the condition of the steps (deteriorating brickwork, decaying, etc.)?	
	Any hand rails (yes/no)?	
Garage	Porch in front only?	
	What is the condition (decaying / damaged wood, insect evidence, etc.)?	
	Any other signs of decay?	
Driveway	Attached or Detached?	
	What is the condition of the door?	
	What is the overall condition of the interior?	
Low wood members	Any cracking or decaying?	
	Need any repair?	
	Any trip hazards?	
Grade	Any decaying wood?	
	Any evidence of insects?	
	Any other signs of decay?	
Landscaping	Does the surface water flow toward the house? (if so, where?)	
	Possibility of flooding?	
	Are the shrubs overgrown?	
Fences	Any ivy in the house?	
	Any overhanging tree branches?	
	Type	
Structural pests	Any rust or decay of any kind?	
	Any signs of carpenter ants?	
	Any signs of termites?	
	Any signs of cockroaches?	
	Any signs of beetles?	
	Location of any damage?	

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MECHANICAL SYSTEMS

Item	Questions / Things to Look For	Notes / Comments
Heating	What is the heating fuel (gas, electric, oil, propane)?	
	What is the type of heating system (furnace, boiler, baseboard, ceiling coils, etc.)?	
	What is the brand & age of the heating system	
	What is the overall condition?	
	Any fire stopping needed? (yes/no)	
	Do all the safety valves and shut offs work properly? (yes/no)	
	Is sufficient heat produced?	
Plumbing	Do the units need servicing or cleaning?	
	How is the drainage (poor, fair, good)?	
	How is the water pressure?	
	PVC or copper pipes?	
	Any leaks?	
	Any galvanized metal piping?	
How water heater	Sufficient amount of shut off valves?	
	Anything not working properly?	
	What type of HW heater is it? (electric, gas, oil)	
	What is the brand & model # of the HW heater?	
	Are the safety valves working?	
	What is its age?	
Electrical	What is the size of the tank?	
	Is there sufficient hot water?	
	How many amps? (60, 100, 150, 200)	
	Main disconnect working? (yes/no)	
	Service grounded?	
	Has the unit been serviced recently?	
	Any lamp cord or knob and tubing wiring?	
Air conditioner	Any aluminum wiring (yes/no)?	
	Any ground fault interrupters?	
	Condition?	
	Size of unit?	
	Has the unit been serviced recently?	
Air conditioner	Type (split, integral)	
	Does the unit need servicing?	

BEDROOMS, DINING ROOM, FOYERS

Item	Questions / Things to Look For	Notes / Comments
Windows	New storm windows needed?	
	Do they open and close ok?	
	Any repairs needed?	
Walls	Material (drywall, plaster, etc.)	
	Any holes, chips or cracks?	
	If painted, how is the paint?	
	Any evidence of water damage (i.e., peeling paint)	
Heating	Thermostats ok?	
	How many zones?	
	What is the condition of the units (baseboard, radiators, etc.)?	
	What is the overall condition?	
Closets	How many?	
	Sufficient size?	
	Adequate storage space?	
	Overall condition of closets?	
Ceilings	Any sagging parts?	
	Any evidence of water damage (i.e., peeling paint, water stains)	
	Any cracks or holes?	
	Any damage?	
Floors	What is the coverage? (carpet, tile, etc.)	
	Any damage?	
	Are they clean?	
Doors	Any missing doors?	
	Any missing or non-functional doorknobs?	
	Do they close properly?	
	Do they lock properly?	
	Are there door stops?	
	Are any doors damaged?	
Electrical & fixtures	Are there adequate outlets?	
	Do any outlets not work?	
	Do all the light switches work?	
	Are the light fixtures in good repair?	
	Other comments	

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KITCHEN		
Item	Questions / Things to Look For	Notes / Comments
Stove	Type of fuel (gas, oil, electric)?	
	Brand / Model	
	Is there a range hood? Is it vented outside?	
	Unit in good condition? Is it clean?	
Sink	Porcelain or stainless steel?	
	Are there any chips or dents?	
	Any leaks?	
	Any damaged pipes? Faucets & handles ok?	
Appliances	Types?	
	Model # / Brands	
	How old are they? Are they working?	
Walls & ceilings	How is the paint?	
	Any holes or chips?	
	Any repairs needed?	
Floors	What is the covering? (vinyl, laminate, tile, wood, carpet)	
	Any damage?	
Cabinets & counter space	How large is counter area?	
	What material? (granite, etc.)	
	Cabinet material?	
	Cabinets open and close ok? Are the cabinets damaged?	
Electrical outlets	GFI by water source?	
	Adequate number?	
	Do they work?	

BATHROOMS		
Item	Questions / Things to Look For	Notes / Comments
Wall Fixtures	Overall condition?	
	Anything damaged or chipped?	
Toilet	Overall condition?	
	Cracked or chipped?	
	Any leaks?	
	Does it flush ok?	
Sink / Vanity	Overall condition?	
	Are the faucets dripping?	
	Any leaks / cracks in the piping underneath?	
	How is the drainage?	
	How is the water pressure? Condition of countertop	
Tub	Overall condition?	
	Any chips / scratches?	
	How is the caulk?	
	How are the spout and faucets?	
	Any water pressure issues? How is the drainage?	
Ventilation	Is there a fan or window?	
	What is the condition?	
Walls, ceilings & floors	Materials used (tile, laminate, painted drywall, etc.)	
	How is the paint?	
	Any holes or chips?	
	Any water damage?	