

Annual Property Inspection Form

An annual mid-tenancy inspection is the single most effective tool a small-portfolio landlord has. Catch small issues before they're expensive, verify lease compliance, and document the property's condition year over year.

How to use this form. Give the tenant at least 48 hours' written notice (the lease may require longer). Walk the property with the tenant present when possible — it's a relationship moment, not just a checklist. Note conditions clearly, take photos of anything trending the wrong way, and follow up in writing within 5 business days.

INSPECTION INFORMATION

PROPERTY ADDRESS

INSPECTION DATE

TENANT NAME(S)

LEASE START DATE

INSPECTED BY

TENANT PRESENT? (Y/N)

NOTICE GIVEN (DATE)

EXTERIOR & GROUNDS

| ITEM | CONDITION | ACTION REQUIRED / NOTES |
|--------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------|
| Roof (visual from ground) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Gutters & downspouts | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Siding / brick / paint | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Trim & soffits (no rot) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Foundation (no cracks/settling) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Windows & screens (intact) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Doors & locks | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Lawn maintained per lease | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Landscaping / trees overhanging roof | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Driveway / walkways | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Fence & gates | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |

| ITEM | CONDITION | ACTION REQUIRED / NOTES |
|----------------------------|-------------------------------------------------------------------------------------------------|-------------------------|
| Patio / deck / porch | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Pool / spa (if applicable) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |

INTERIOR GENERAL

| ITEM | CONDITION | ACTION REQUIRED / NOTES |
|----------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------|
| Walls & ceilings (no leaks, no large holes) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Flooring (carpet wear, hard floor scratches) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Doors & locks interior | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Windows operate & lock | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Window coverings intact | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Light fixtures / bulbs | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Outlets / switches | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Smoke detectors — tested working | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| CO detectors — tested working | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Air filter — check date marked | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |

KITCHEN

| ITEM | CONDITION | ACTION REQUIRED / NOTES |
|-----------------------------------|-------------------------------------------------------------------------------------------------|-------------------------|
| Cabinets & drawers | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Countertops | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Sink & faucet (no leaks) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Garbage disposal | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Dishwasher | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Refrigerator (clean / functional) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Range / oven | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Microwave / hood vent | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Floor (no water damage) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |

BATHROOMS

| ITEM | CONDITION | ACTION REQUIRED / NOTES |
|----------------------------|-------------------------------------------------------------------------------------------------|-------------------------|
| Toilets (no leaks, secure) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Sinks / faucets / drains | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Tubs / showers / caulk | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Tile & grout | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Exhaust fan | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Floor (no water damage) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |

SYSTEMS

| ITEM | CONDITION | ACTION REQUIRED / NOTES |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------|
| HVAC (heating tested / cooling tested per season) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Water heater (no leaks, no rust at base) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Plumbing (visible — no leaks under sinks, around water heater) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |

| ITEM | CONDITION | ACTION REQUIRED / NOTES |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------|
| Electrical panel (no scorch marks, properly labeled) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Attic (if accessible — no leaks, insulation intact) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Crawl space (if accessible — no standing water) | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |
| Garage door & opener | <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs work | |

LEASE COMPLIANCE REVIEW

Document, but handle sensitively — lease compliance items often require a follow-up conversation, not an immediate notice.

- Only authorized tenants in residence (no unauthorized occupants)
- Pets match the lease (number, breed, weight)
- No smoking evidence (if non-smoking lease)
- No unauthorized alterations (paint, fixtures, structural)
- Vehicles match application (no inoperable / commercial / additional)
- Yard maintained per lease requirements
- No business operations from the home (if lease prohibits)
- No safety hazards introduced (extension cords as wiring, blocked exits)

PHOTO LOG

LIST PHOTOS TAKEN (DATE, ROOM/AREA, DESCRIPTION). REFERENCE PHOTO FILE NAMES FOR RECORD RETENTION.

ACTION ITEMS & FOLLOW-UP

LIST ITEMS REQUIRING LANDLORD ACTION (WITH TARGET DATE), ITEMS REQUIRING TENANT ACTION (WITH NOTICE), AND ANY ITEMS TO REVISIT AT NEXT YEAR'S INSPECTION.

SIGNATURES

INSPECTOR

SIGNATURE

DATE

PRINTED NAME

TENANT

SIGNATURE

DATE

PRINTED NAME

Tenant signature acknowledges presence at the inspection above. Tenant signature does not constitute agreement with any specific finding; tenant may submit a written response within 7 days. This inspection report becomes part of the tenancy file.