

## Inspection Checklist – Townhouse Unit

 Move In Report

 Move Out Report

 Annual Report

Housing Provider: \_\_\_\_\_

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Occupant's Name: \_\_\_\_\_

Move In Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

Annual Report Date: \_\_\_\_\_

Main Floor Hallway/Vestibule	Ok	List all Deficiencies or Comments
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Closet doors, hardware, rod & shelf		
Smoke detector		
Heating system		

Main Floor Washroom		
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & GFCI outlet		
Light fixtures		
Exhaust fan		
Vanity & counter top		
Basin & mechanical waste/stopper		
Faucet		
Mirror/medicine cabinet		
Toilet & shut-off valve		
Towel bar		
Toilet paper dispenser		
Soap dish & tooth brush holder		
Entrance door & hardware		
Window, hardware, glazing, insect screen & weatherstripping		
Heating system		

<b>Kitchen</b>	<b>Ok</b>	<b>List all Deficiencies or Comments</b>
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Range hood & filter		
Cabinets		
Counter tops		
Sink & strainer		
Faucet		
Stove		
Refrigerator		
Window, hardware, glazing, insect screen & weatherstripping		
Heating system		

<b>Livingroom/Diningroom</b>		
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Windows, hardware, glazing, insect screens & weatherstripping		
Heating system		

<b>Staircase (main floor to upper Level)</b>		
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Handrailing		

<b>Upper Level Hallway</b>		
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Linen closet door, hardware & shelving		
Smoke detector		
Heating system		

<b>Upper Level Washroom</b>	<b>Ok</b>	<b>List all Deficiencies or Comments</b>
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & GFCI outlet		
Light fixtures		
Exhaust fan		
Vanity & counter top		
Basin & mechanical waste/stopper		
Basin faucet		
Mirror/medicine cabinet		
Toilet & shut-off valve		
Bathtub, & mechanical waste/stopper		
Tub faucet, tub filler & shower head		
Ceramic tile/tub surround		
Shower curtain rod		
Towel bar		
Toilet paper dispenser		
Soap dish & tooth brush holder		
Entrance door & hardware		
Window, hardware, glazing, insect screen & weatherstripping		
Heating system		

<b>Bedroom #1</b>		
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Closet doors, hardware, rod & shelf		
Entrance door & hardware		
Windows, hardware, glazing, insect screens & weatherstripping		
Heating system		

<b>Bedroom #2</b>		
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Closet doors, hardware, rod & shelf		
Entrance door & hardware		
Windows, hardware, glazing, insect screens & weatherstripping		
Heating system		

<b>Bedroom #3</b>	<b>Ok</b>	<b>List all Deficiencies or Comments</b>
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Closet doors, hardware, rod & shelf		
Entrance door & hardware		
Windows, hardware, glazing, insect screens & weatherstripping		
Heating system		

<b>Bedroom #4</b>		
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Closet doors, hardware, rod & shelf		
Entrance door & hardware		
Windows, hardware, glazing, insect screens & weatherstripping		
Heating system		

<b>Bedroom #5</b>		
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Closet doors, hardware, rod & shelf		
Entrance door & hardware		
Windows, hardware, glazing, insect screens & weatherstripping		
Heating system		

<b>Staircase (main floor to basement)</b>		
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Handrailing		

<b>Basement</b>	<b>Ok</b>	<b>List all Deficiencies or Comments</b>
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Fuse/breaker panel		
Furnace, ductwork & filter		
Hot water heater & shut-off valve		
Waterlines & waste drains		
Water meter & shut-off valves		
Sump pump		
Smoke detector		
Laundry tub & faucet		
Windows, hardware, glazing, insect screens & weatherstripping		

<b>General</b>		
Unit entrance doors, hardware, weatherstripping, & glazing		
Storm doors, hardware, weatherstripping, glazing & insect screens		
Patio door, hardware, weatherstripping, glazing & insect screen		
Exterior light fixtures		
Exterior GFCI outlets		
Exterior faucet & shut-off valve		
Mailbox		
Door bell		
Exterior handrailings		
Dryer connected to dryer vent (annual inspection only)		

**Inspected By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Occupant:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Occupant:** \_\_\_\_\_ **Signature:** \_\_\_\_\_