

WORKSHEET

PROPERTY DUE DILIGENCE AND WALKTHROUGH CHECKLIST**Investor Field Worksheet**

Property address: _____, City: _____, State of _____, ZIP: _____.

Inspected by: _____ Date: _____ Inspection period expires: _____

1. TITLE AND LEGAL

✓	ITEM	NOTES
☐	Title search ordered / preliminary report reviewed	
☐	Liens, judgments, or mortgages identified with payoff amounts	
☐	HOA status: dues current, transfer fees, estoppel ordered	
☐	Open or expired permits checked with local building department	
☐	Code violations or municipal fines checked	
☐	Property taxes current; delinquent amounts noted	
☐	Occupancy status verified (owner / tenant / vacant; lease terms)	

2. PHYSICAL - EXTERIOR

✓	ITEM	NOTES
☐	Roof: age _____ yrs; condition, missing shingles, sagging	
☐	Foundation: visible cracks, settling, prior repairs	
☐	Siding / stucco / brick condition	
☐	Grading and drainage: slope away from house, standing water	
☐	Windows: age, broken seals, rot	
☐	Driveway, walkways, fencing, detached structures	

3. PHYSICAL - INTERIOR

✓	ITEM	NOTES
☐	HVAC: age _____ yrs; type, operates on test	
☐	Water heater: age _____ yrs; leaks, capacity	
☐	Electrical panel: type / brand, amperage, fuses vs breakers	
☐	Plumbing: supply and drain material, water pressure, leaks	
☐	Signs of water intrusion: stains on ceilings, walls, floors	
☐	Pest evidence: termites, rodents, wood damage	
☐	Mold or musty odor; condition of basement / crawl space	
☐	Kitchen and bathroom condition; appliances included	

4. SYSTEMS AND UTILITIES

✓	ITEM	NOTES
☐	All utilities on and tested (electric, water, gas)	
☐	Sewer: ☐ city sewer ☐ septic (age, last pumped)	
☐	Water: ☐ city water ☐ well (condition, test)	
☐	Gas / propane / oil service and tank ownership	

5. NEIGHBORHOOD AND MARKET

✓	ITEM	NOTES
☐	Comparable sales pulled (3+ sold comps within 6 months)	
☐	Rental demand and estimated market rent	
☐	Average days on market for the area	
☐	Street condition, neighboring properties, nuisances	

6. PHOTOS TAKEN

☐	Front, rear, and both sides; street view both directions	☐	Roof and attic
☐	Kitchen and each bathroom	☐	Each bedroom and living area
☐	Mechanicals: HVAC, water heater, electrical panel	☐	All damage or defect areas (close-up and context)

7. CONDITION RATINGS (1 = REPLACE, 10 = LIKE NEW)

SYSTEM	RATING (1-10)	COMMENTS
Roof		
Foundation / structure		
HVAC		
Plumbing		
Electrical		
Kitchen		
Bathrooms		
Overall condition		

SUMMARY NOTES / ESTIMATED TOTAL REPAIR BUDGET: _____