Apartment Inspection Checklist: Unit Walk Before Lease

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Property and walk

WALK DATE

WALKED BY

ROLE

BUILDING ADDRESS

UNIT NUMBER

UNIT TYPE

BUILDING TYPE

OCCUPANCY AT THE SHOWING

HEAT SOURCE SEEN

TIME OF DAY

☐ Showing agent or owner present

Entry and security

Item	OK	Defect	N/A	Notes
Unit entry door closes, latches, and is not split or unbound	☐	☐	☐	
Working lock on the unit door	☐	☐	☐	
Windows and doors to a hall, balcony, fire escape, or grade lock	☐	☐	☐	
Viewer, sidelight, or window so you can see who is at the door	☐	☐	☐	
Fire-labeled door, if present: closer and latch work	☐	☐	☐	
Smoke alarm on this level of the unit	☐	☐	☐	
Intercom, fob, or keyed building entry from this unit works, if present	☐	☐	☐	
Mailbox or package drop identified	☐	☐	☐	

Kitchen

Item	OK	Defect	N/A	Notes
Kitchen or kitchen area present	☐	☐	☐	
Kitchen sink has hot and cold running water	☐	☐	☐	
Kitchen sink drains without backup	☐	☐	☐	
Cooking appliance responds to normal controls	☐	☐	☐	
Refrigerator present and running if the unit supplies one	☐	☐	☐	
Counter or cabinet space to prepare and store food	☐	☐	☐	
Permanent light fixture in the kitchen works	☐	☐	☐	
Receptacle near the sink: cover on, GFCI if you can test it	☐	☐	☐	

No active leak or gas smell at the sink, dishwasher, or range	☐	☐	☐	

Baths

Item	OK	Defect	N/A	Notes
Bath or sanitary facility in the unit, usable in privacy	☐	☐	☐	
Toilet flushes and is not loose at the floor	☐	☐	☐	
Bath sink: hot and cold water, and it drains	☐	☐	☐	
Tub or shower: hot and cold water, and it drains	☐	☐	☐	
Permanent light in each bath	☐	☐	☐	
Working exhaust or an operable window in each bath	☐	☐	☐	
Receptacle near water: cover on, GFCI if you can test it	☐	☐	☐	
No active leak at fixtures or the tub or shower surround	☐	☐	☐	

Rooms

Item	OK	Defect	N/A	Notes
Living room or studio living area present	☐	☐	☐	
Floors, walls, and ceilings: no large holes or collapse signs	☐	☐	☐	
Representative windows open, close, and latch	☐	☐	☐	
Each sleeping room has a window or other exit you can use	☐	☐	☐	
Habitable rooms have working outlets or a permanent light	☐	☐	☐	
Smoke alarm inside bedrooms and outside sleeping areas	☐	☐	☐	
CO alarm on this level and outside sleeping areas, if fuel appliances apply	☐	☐	☐	
Interior doors operate; frames are not racked	☐	☐	☐	
In-unit stairs, if any: treads sound and a handrail you can grab	☐	☐	☐	

HVAC and windows

Item	OK	Defect	N/A	Notes
Permanently installed heat source (not an unvented fuel space heater)	☐	☐	☐	
Heat responds to the thermostat or normal control	☐	☐	☐	
Cooling, if installed, responds to normal controls	☐	☐	☐	
Thermostat location, energy source, and heat method noted	☐	☐	☐	
Windows: no missing or broken panes; locks work	☐	☐	☐	
No obviously fogged insulated glass	☐	☐	☐	
Closed windows keep out obvious rain or wind	☐	☐	☐	

Kitchen, bath, or in-unit laundry exhaust runs if present	☐	☐	☐	
Balcony or fire-escape landing: guard present if the drop looks high	☐	☐	☐	

Noise, odors, and pests

Item	OK	Defect	N/A	Notes
No strong musty odor or visible mold-like growth	☐	☐	☐	
No droppings, live insects, or chewed food you can see	☐	☐	☐	
Hall or neighbor noise you can live with at this hour	☐	☐	☐	
No sewer odor or constant running water you cannot stop	☐	☐	☐	
No cigarette, cannabis, or chemical odor that would stop you	☐	☐	☐	
No piled refuse at the unit door	☐	☐	☐	
No standing water or soaked carpet	☐	☐	☐	

Building access and laundry

Item	OK	Defect	N/A	Notes
You can reach this unit without walking through another dwelling	☐	☐	☐	
Path from the building door to this unit is usable and lit	☐	☐	☐	
Shared stairs you used: treads sound, handrail present	☐	☐	☐	
Elevator you used, if any: door and cab operate	☐	☐	☐	
Laundry you were shown: machines present, dryer vent not crushed	☐	☐	☐	
Smoke alarm visible on a shared level you walked, if you can see one	☐	☐	☐	
Alternate exit from the building (stair, fire escape, or ground-floor door) not blocked	☐	☐	☐	
Parking or storage you were offered is the space you were shown	☐	☐	☐	

Findings and sign-off

FINDINGS

ACTION

QUESTIONS FOR THE LANDLORD OR SELLER

WALKER SIGNATURE

AGENT OR OWNER SIGNATURE

TIME SIGNED

Reference only. Verify against local codes, a licensed inspector or a qualified contractor.