Condo Inspection Checklist: Unit and Visible Common Elements

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Property

INSPECTION DATE

INSPECTED BY

BUILDING ADDRESS

UNIT NUMBER

ASSOCIATION OR PROJECT NAME

OCCUPANCY

OWNERSHIP TYPE

WHO CONTROLS THE ASSOCIATION

HOW HEAT AND COOLING SERVE THIS UNIT

COMMON SPACES YOU COULD ENTER

WEATHER DURING THE WALK

☐ Owner, buyer, or agent present

Ownership and HOA documents

Item	OK	Defect	N/A	Notes
Declaration or CC&Rs received and the unit boundary is readable	☐	☐	☐	
Bylaws and house rules received	☐	☐	☐	
Current association budget received	☐	☐	☐	
Financial statements or a reserve summary received	☐	☐	☐	
Special assessments, if any, disclosed in writing	☐	☐	☐	
Master or association insurance evidence received	☐	☐	☐	
Condo project questionnaire completed if a lender asked for one	☐	☐	☐	
HOA litigation or pre-litigation disclosed in the papers you have	☐	☐	☐	
Papers do not describe unaddressed critical repairs or an evacuation order	☐	☐	☐	
Unit versus common-element boundary recorded from the declaration	☐	☐	☐	
Limited common elements assigned to this unit listed from the documents	☐	☐	☐	

Limited common elements

Item	OK	Defect	N/A	Notes
Balcony, patio, or terrace serving this unit: walking surface intact, drains open	☐	☐	☐	
Railings and guards on the unit balcony or patio: secure, no improper spacing you can see	☐	☐	☐	

Assigned parking stall or unit garage: identified, surface usable, no active leak onto the space	☐	☐	☐	
Assigned storage cage or locker: identified, dry, door and lock usable	☐	☐	☐	
Unit-exclusive entry door: opens, latches, and seals; hardware complete	☐	☐	☐	
Windows and sliders that the declaration treats as unit or limited common: operate and drain	☐	☐	☐	
No active leak from a balcony, planter, or unit roof deck into this unit	☐	☐	☐	
You could reach each limited common element listed for this unit, or you recorded why not	☐	☐	☐	

Unit interior

Item	OK	Defect	N/A	Notes
Walls, ceilings, and floors in the rooms walked: no open damage or trip offset	☐	☐	☐	
No active moisture stains, soft drywall, or musty carpet in the unit	☐	☐	☐	
A representative number of unit doors open, close, and latch	☐	☐	☐	
A representative number of unit windows opened and closed	☐	☐	☐	
No window that is obviously fogged or shows a broken IGU seal	☐	☐	☐	
In-unit stairs, steps, and railings: secure, no improper baluster spacing you can see	☐	☐	☐	
Countertops and a representative number of installed cabinets: secure, doors operate	☐	☐	☐	
No interior signs of possible building movement in this unit	☐	☐	☐	
In-unit attic or soffit access, if present: insulation and ventilation viewed from the opening	☐	☐	☐	

Unit plumbing

Item	OK	Defect	N/A	Notes
Unit water shutoff located and described, if it is in the unit	☐	☐	☐	
Interior supply fixtures and faucets run	☐	☐	☐	
Toilets flush, sit solid, and do not leak at the tank or base	☐	☐	☐	
Sinks, tubs, and showers drain	☐	☐	☐	
Functional flow when two fixtures run at once	☐	☐	☐	
Hot and cold faucets installed on the correct sides where you can tell	☐	☐	☐	
No active plumbing leaks observed while fixtures ran	☐	☐	☐	
In-unit water heater, if present: energy source, venting you can see, and labeled capacity recorded	☐	☐	☐	
TPR valve and discharge pipe visible on an in-unit water heater	☐	☐	☐	
Kitchen, bath, and laundry exhaust, if present, operate at the switch	☐	☐	☐	

Unit electrical

Item	OK	Defect	N/A	Notes
Unit panel or subpanel: cover on, breakers labeled as far as you can tell, no rust or burn marks you can see	☐	☐	☐	
No unused circuit-breaker opening left unfilled, if you viewed the panel interior	☐	☐	☐	
Solid-conductor aluminum branch-circuit wiring reported if readily visible	☐	☐	☐	
A representative number of switches, lights, and receptacles operate	☐	☐	☐	
GFCI receptacles or breakers you found were tested where a tester or the device button could be used	☐	☐	☐	
Smoke detectors present in the unit	☐	☐	☐	
Carbon monoxide detectors present in the unit	☐	☐	☐	
In-unit fireplace, if present: visible hearth, damper if operable, smoke and CO detection in that room	☐	☐	☐	

Unit heating and cooling

Item	OK	Defect	N/A	Notes
Heating method and energy source for this unit described	☐	☐	☐	
Heating system that serves this unit operated with normal controls, or was marked inaccessible	☐	☐	☐	
Cooling method for this unit described	☐	☐	☐	
Permanently installed cooling that serves this unit operated with normal controls, or was out of season	☐	☐	☐	
In-unit air handler or condenser you are allowed to see: cabinet closed, no rust-through, no burning odor	☐	☐	☐	
No active condensate leak at an in-unit air handler or through-wall unit	☐	☐	☐	
In-unit filter, if present: accessible and not fully blocked	☐	☐	☐	

Visible common elements

Item	OK	Defect	N/A	Notes
Roof covering viewed from the ground or another readily accessible vantage: type noted, no obvious missing material	☐	☐	☐	
Gutters and downspouts you can see from the ground: attached, not dumping at a wall you can see	☐	☐	☐	
Visible exterior wall covering from grade: type noted, no large open failure on the faces you can see	☐	☐	☐	
Lobby or main entry you could enter: walking surface usable, entry doors operate, no active leak in the space	☐	☐	☐	
Common hall or stair you used to reach the unit: walking surface and handrails usable	☐	☐	☐	
Common parking or drive you could enter: surface usable, no large standing water or failed overhead structure you can see	☐	☐	☐	
Locked common mechanical, electrical, or roof rooms not entered	☐	☐	☐	

Pools, spas, elevators, and recreation not inspected as systems	☐	☐	☐	

Findings and sign-off

FINDINGS

ACTION

INSPECTOR SIGNATURE

BUYER, OWNER, OR AGENT SIGNATURE

TIME SIGNED

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