HOA Inspection Checklist: Common Areas and Unit Exterior

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Association

WALK DATE

WALKED BY

ROLE

ASSOCIATION OR COMMUNITY NAME

COMMUNITY ADDRESS

COMMUNITY TYPE

BUILDINGS, STREETS, OR PHASES WALKED

UNITS SAMPLED FOR EXTERIOR COMPLIANCE

WEATHER DURING THE WALK

☐ Second board member or manager present

Grounds, walks, and parking

Item	Pass	Needs work	N/A	Notes
Sidewalks, ramps, and paths are open and passable	☐	☐	☐	
Walk and step surfaces: no trip offset, loose tread, or missing section you can see	☐	☐	☐	
Common parking pavement: no pothole or broken edge that is a trip or vehicle hazard	☐	☐	☐	
Parking striping, wheel stops, and reserved spaces readable and in place	☐	☐	☐	
No standing water on walks or lots that blocks use	☐	☐	☐	
Grade, erosion, and retaining walls near buildings: soil falling away from walls, not toward them	☐	☐	☐	
Plants not damaging walls or roofs and not blocking walks or sight lines	☐	☐	☐	
Permanently installed walk, entry, and lot lights: present, secure, not obviously dead	☐	☐	☐	
Community fences and gates that control access: upright, latches work	☐	☐	☐	
Common grounds free of dumped trash, furniture, or piled debris	☐	☐	☐	

Building exterior

Item	Pass	Needs work	N/A	Notes
Exterior wall covering: type noted, no open failure on the faces you walked	☐	☐	☐	
Paint, stain, or finish on association walls: intact enough to protect the substrate you can see	☐	☐	☐	
Eaves, soffits, and fascia accessible from the ground: attached, no open rot or nest damage you can see	☐	☐	☐	
A representative number of exterior windows from the ground: glass intact, no failed frames you can see	☐	☐	☐	

Common entry doors and association exterior doors: operate, latch, weatherstrip present	☐	☐	☐	
Visible flashing and trim: in place at corners, openings, and wall-roof joints you can see	☐	☐	☐	
Roof covering from the ground or eaves: type noted, no obvious missing material	☐	☐	☐	
Gutters and downspouts you can see: attached, outlets clear, discharge away from walls	☐	☐	☐	
No sign of an active roof leak on the faces or soffits you can see	☐	☐	☐	
Association decks, balconies, stairs, and railings: secure, no improper baluster spacing you can see	☐	☐	☐	
Visible foundation and wood near soil: no active seepage or wood in contact with soil you can see	☐	☐	☐	

Common-area interiors

Item	Pass	Needs work	N/A	Notes
Lobbies, corridors, and shared rooms: walking surface usable, no active leak in the space	☐	☐	☐	
Common ceilings: no buckling, large hole, or active water stain you can see	☐	☐	☐	
Common floors and coverings: no trip, soft spot, or failed covering you can see	☐	☐	☐	
Common walls: no open damage or large area of failed paint you can see	☐	☐	☐	
Interior stairs, handrails, and guards: secure, path clear, no improper baluster spacing you can see	☐	☐	☐	
Elevators, if present: cab arrives, doors open and close, floor looks level	☐	☐	☐	
Common-area smoke detectors present where you walked, and one tested if safe to do so	☐	☐	☐	
Common-area carbon monoxide detectors present where fuel equipment or an attached garage exists	☐	☐	☐	
Common-area outlets and covers: no missing plate or exposed wiring you can see	☐	☐	☐	
Trash rooms, chutes, and common containers: covers in place, no overflow on the floor	☐	☐	☐	
Exit signs visible and exit paths clear of stored items	☐	☐	☐	

Amenities

Item	Pass	Needs work	N/A	Notes
Pool or spa barrier surrounds the water and is at least 48 inches above grade on the walk side	☐	☐	☐	
Pool pedestrian gates open away from the water and self-close and self-latch	☐	☐	☐	
Barrier openings and under-fence gaps will not pass a 4-inch sphere, and the fence is not climbable from the walk	☐	☐	☐	
Pool deck and walking surfaces: intact, drains open, no standing trip hazard	☐	☐	☐	
Pool or spa water level looks normal and interior surfaces, steps, and rails you can see are intact	☐	☐	☐	

Pool equipment area: pumps and filters visible, covers on, GFCI or disconnect present if you can see it	☐	☐	☐	
Clubhouse, gym, or rec room: walking surface usable, exits clear, no active leak	☐	☐	☐	
Playground equipment and surfacing: upright, no obvious broken part or exposed footing	☐	☐	☐	
Sport courts and shared outdoor furniture: surface usable, fencing and lights intact if present	☐	☐	☐	
Mail, package, and notice area: access clear, boxes secured, lighting present if used after dark	☐	☐	☐	

Unit exterior compliance

Item	Pass	Needs work	N/A	Notes
Unit exterior paint, stain, or finish matches the community standard you are applying today	☐	☐	☐	
No obvious unapproved exterior alteration on the units you sampled	☐	☐	☐	
Vehicles at sampled units parked as the rules require: no obvious inoperable or stored vehicle in a banned spot	☐	☐	☐	
Trash and recycling at sampled units: carts stored as required, no overflow or dumped items	☐	☐	☐	
Yards and planting beds at sampled units: maintained to the written standard, no piled debris	☐	☐	☐	
Signs, flags, and satellite dishes at sampled units match the written rules	☐	☐	☐	
Owner fences, sheds, and accessory structures match approval and setback rules you are applying	☐	☐	☐	
Porches, balconies, and driveways at sampled units free of stored items the rules forbid	☐	☐	☐	

Findings and sign-off

FINDINGS

ACTION

WALKER SIGNATURE

BOARD MEMBER OR MANAGER SIGNATURE

TIME SIGNED

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