



## Preparing Your Home for an Inspection

- Consider having the property pre-inspected by a licensed inspector before the home is listed. This report will provide an overview of specific defects that can be addressed by the seller in preparing the home for showing.
- Most items on this checklist can be repaired by a handy man service, however, HVAC, plumbing and electrical repairs are best left to professionals.
- Work and product verification-retain and gather all contractor information, repair and purchase receipts, warranties, and owners manuals.

### I. Exterior

#### A. Foundation/Walls/Grading and Drainage

1. Caulk all trim joints/gaps/door/window frames as needed on exterior walls.
2. Paint/seal/repair any siding that is weathered/rotted/deteriorated.
3. Make sure landscaping is not in contact with siding. It should have 2" min clearance at slab to siding joint with final grade sloping away from slab.

#### B. Roof/Gutters/Chimney

1. Clean gutters, remove debris from roof and make sure gutter downspout extensions and splash blocks are in place.
2. Perform any repairs as needed on roof including: replacing damaged shingles and caulking all exposed nail heads.
3. Trim trees and branches away from contacting the home.
4. Have chimney flue cleaned if needed, make sure that gas logs and starter bars ignite, mesh screens are in place, and damper closes properly.

### II. Interior

#### A. Attic

1. All vent stacks should extend to the exterior and not terminate in the attic (includes plumbing, dryer, furnace, exhaust fans, etc).
2. Wiring splices in attic should terminate in junction boxes with covers.
3. Clear insulation away from water heater/furnace/chimney vent pipes and recessed canister lights.
4. Check to make sure the attic has enough air ventilation for roof design.

#### B. Doors and Windows

1. Ensure all windows/doors/garage doors/attic access hatches are in working condition and that there is no broken glass, damaged seals, screens or locks.
2. Garage door openers-check the safety reverse sensors and disable the manual lock.

#### C. Walls/Floors/Ceilings

1. Caulk/paint/repair any cracked/damaged sheetrock, paneling, trim, tile, etc.
2. Repair/replace damaged wood on door or window frames/sills.
3. Repair/replace as needed any damaged floor issues.
4. Make sure stair railings/banisters are secure.

### III. Plumbing

#### A. General Maintenance

1. Check that all plumbing fixtures (pipes, sinks, faucets, commodes, drains, tubs, showers) are in working order and draining properly.
2. Repair any loose/leaking/dripping/clogged plumbing fixtures.
3. Check that toilets are secured to floors and flushing correctly.
4. Caulk/grout/repair any cracks in bathtub and shower tiles.

5. All exterior hose bibs should be anti-siphon style (backflow prevention valve).
6. Make sure the homeowner main shut-off valve is located (not buried) and working.

#### B. Water Heater

1. Gas unit-shutoff valve required on gas line, pilot lit and vented to exterior. Gas units enclosed in closets should have upper and lower combustion air vents.
2. Both gas and electric units in garages, or where combustibles are stored, should be installed 18" above floor.
3. T&P relief valve should be present and drain to exterior.
4. Safety drain pan must be installed under unit and drain to exterior.
5. Water shutoff valve should be present on cold line with no leaks noted at any joints.

#### IV. Electrical

1. Replace any defective light bulbs and damaged lighting fixtures (or ceiling fans).
2. Make sure all switches/outlets are working correctly and replace any missing/damaged plate covers.
3. Install GFCI receptacles in wet areas (kitchen, bathroom, laundry room, wet bar, garage, exterior) and check test button to confirm operation.
4. Smoke alarms are required in: each bedroom, hall by bedrooms and one on each level. Check test button and make sure they have fresh batteries.
5. Check all exposed romex wiring is running in conduit (including electric water heaters).
6. Utility poles-make sure tree branches do not interfere with cable drop and clearance is adequate for safety.

#### V. HVAC/Ducts (Heating/Ventilation/Air Conditioning Systems)

1. Recommended having a full checkout of HVAC system if not recently completed.
2. Replace all filters, clean register vents and vacuum dirt/debris in return air plenum.
3. Gas furnace- shutoff valve required on gas line and unit vented to exterior.

#### VI. Appliances (Major Built In Units)

##### A. Stove/Range/Cooktop/Vent Hood

1. Test all cooktop burners and repair as needed.
2. Oven should operate to selected mode and be clean with a door that closes securely (also check the light bulb).
3. Gas units-accessible shutoff valve required.
4. Freestanding range should have an anti-tip device installed.
5. Vent hood should have clean filters and a working light.

##### B. Dishwasher should have a high water discharge loop and complete a normal wash cycle with no leaks or water left in tub.

##### C. Microwave oven should be clean, door closing securely and respond to touchpad.

##### D. Jacuzzi tubs should have a GFCI installed for the motor, an accessible motor panel and jet nozzles responding to control.

##### E. Dryer vent-blow out lint/debris and make sure it terminates at exterior with damper flap.

##### F. Garbage disposal-confirm it is in working order (including splashguard) and wiring is clamped at housing.

##### G. Exhaust fans-operate and confirm they are vented to exterior.

#### VII. Sprinkler Systems

##### A. General Maintenance

1. Locate backflow prevention and shutoff valve boxes (may be buried).
2. Confirm rain sensor is present and wiring is running thru conduit.
3. Make sure all zones are operating properly, check for leaking/damaged heads and confirm water is spraying onto lawn only.

Note: This checklist is designed to empower the homeowner in preparing their home to sell. It should not be used in lieu of a professional inspectors report nor does it represent a complete overview of possible defects that may be found at the property. Licensed service technicians should perform any major repairs.