



Condo/Co-op UAD 3.6 Property Inspection Checklist

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1. SUBJECT PROPERTY IDENTIFICATION

☐ Physical Address Verified		☐ Property Rights (Fee Simple/Leasehold)	
☐ Alternate Address (if any)		☐ Corner Unit (Yes/No)	
☐ Unit Number Confirmed		☐ Corner Unit (Yes/No)	
☐ Floor Number Recorded		☐ Street Type & Surface	
☐ Neighborhood Name		☐ Typical for Market	

2. SITE INSPECTION

Property Access

☐ Public Street Access			
☐ Private Street Access		☐ Proximity to Adverse Influences	

View & Site Influence

☐ View Type (Residential/Water/Mountain)		☐ Broadband Internet Available	
☐ Range of View (Full/Partial/None)		☐ Impact to Value	

Utilities

☐ Public Electricity		☐ Attachment Type (Attached/Detached)	
☐ Public Gas		☐ Total Units in Structure	
☐ Public Water		☐ Front Door Elevation	

3. BUILDING/STRUCTURE EXTERIOR

Structure Details

☐ Structure Design (High-rise/Mid-rise/Low-rise)		☐ Elevator(s) Present	
☐ Number of Floors in Building		☐ Security System/Entry	
☐ Year Built (Actual/Effective)		☐ Elevator(s) Present	

Building Systems

☐ Heating System Type		☐ Finished Area Above Grade (Sq Ft)	
☐ Heating Fuel Type		☐ Unfinished Area Above Grade	
☐ Cooling System Type		☐ Area Data Source Verified	

4. UNIT INTERIOR

Unit Layout

☐ Total Bedrooms		☐ Bathroom(s) Update Status	
☐ Total Full Bathrooms		☐ Bathroom(s) Quality Rating	
☐ Total Half Bathrooms		☐ Bathroom(s) Condition Status	
☐ Levels in Unit			

Kitchen & Bath Details

☐ Kitchen Update Status		☐ Walls & Ceiling Condition	
☐ Kitchen Update Timeframe		☐ Interior Quality Rating (Q1-Q6)	
☐ Kitchen Quality Rating		☐ Interior Condition Rating (C1-C6)	
☐ Kitchen Condition Status			

Interior Features

☐ Flooring Type(s)		☐ Electric Vehicle Charging	
☐ Flooring Update Status		☐ Parking Location (Above/Below Grade)	
☐ Flooring Condition		☐ Built-in Appliances	

☐ Walls & Ceiling Height		☐ Window Treatments	
☐ Smart Home Features		☐ Private Entrance	
5. VEHICLE STORAGE			
☐ Parking Type (Garage/Carport/Open)		☐ Parking Condition	
☐ Number of Parking Spaces		☐ Parking Space Numbers	
☐ Parking Ownership (Owned/Assigned/Unassigned)		☐ Covered Parking (Yes/No)	
6. SUBJECT UNIT AMENITIES			
☐ Balcony/Patio (Size & Material)		☐ Private Entrance	
☐ Indoor Fireplace(s) (Number)		☐ Dog Park/Pet Area	
☐ Washer/Dryer In-Unit		☐ Concierge/Doorman	
☐ Washer/Dryer Hookups		☐ Business Center	
☐ Storage Closet/Unit		☐ Rooftop Deck/Terrace	
7. COMMON AREA AMENITIES			
☐ Swimming Pool (Type)		☐ Package/Mail Room	
☐ Spa/Hot Tub		☐ Bike Storage	
☐ Fitness Center/Gym		☐ Playground/Tot Lot	
☐ Clubhouse/Community Room		☐ BBQ/Picnic Area	
☐ Tennis/Sports Courts			
8. ENERGY EFFICIENT & GREEN FEATURES			
☐ Energy Star Appliances		☐ Water Conservation Features	
☐ Solar Panels (Owned/Leased)		☐ Green Certification Type	
☐ Energy Efficient Windows		☐ LED Lighting	
☐ Energy Efficient HVAC		☐ Smart Thermostat	
9. APPARENT DEFECTS, DAMAGES, DEFICIENCIES			
☐ Interior Defects Noted		☐ Interior Condition Rating	
☐ Exterior/Building Defects Noted		☐ Building Quality vs Unit Quality	
☐ Common Area Defects Noted		☐ Water Damage/Staining	
☐ Structural Issues Observed		☐ Mold/Mildew Present	
☐ Affects Soundness/Integrity (Yes/No)		☐ Pest/Insect Damage	
10. OVERALL QUALITY & CONDITION			
☐ Overall Quality Rating (Q1-Q6)		☐ Interior Quality Rating	
☐ Overall Condition Rating (C1-C6)			
11. FUNCTIONAL OBSOLESCENCE			
☐ Layout Issues		☐ Functional Issues (None/Curable/Incurable)	
☐ Room Size Issues		☐ Impact to Value/Marketability	
☐ Traffic Flow Issues			
12. PROJECT INFORMATION (PUD/CONDO/CO-OP)			
☐ Project Name		☐ Converted in Past 3 Years (Yes/No)	
☐ Project Type (PUD/Condo/Co-op/Condom)		☐ Ground Rent (Yes/No)	
☐ Total Units in Project		☐ Observed Project Deficiencies	
☐ Units Sold		☐ Ground Rent (Yes/No)	
☐ Units for Sale		☐ All Levels Documented	
☐ Units Rented (Est.)		☐ Unit Location in Building	
☐ Monthly HOA/Condo Fees		☐ Orientation/Exposure Noted	
☐ Special Assessments (Existing/Proposed)		☐ Single Entity Multiple Units	

☐ Commercial Space %		☐ Known Legal Actions	
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13. SKETCH & MEASUREMENTS

☐ Floor Plan Obtained/Sketched		☐ Area Calculation Completed	
☐ Interior Perimeter Measured		☐ Room Dimensions Recorded	
☐ Measurement Standard Applied			

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