**APARTMENT EXTERIOR INSPECTION REPORT**

Property\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ No. of Apts.: 1s\_\_\_\_\_ 1½s\_\_\_\_\_ 2s\_\_\_\_\_

Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Stories\_\_\_\_ 2½s\_\_\_\_\_ 3s\_\_\_\_\_ 3½s\_\_\_\_\_ 4s\_\_\_\_\_

Reported By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_ 4½s\_\_\_\_\_ 5s\_\_\_\_\_ 5½s\_\_\_\_\_ 6s\_\_\_\_\_

7s\_\_\_\_\_\_ 8s\_\_\_\_\_ Other\_\_\_\_\_ Total\_\_\_\_\_\_

**I. Building Exterior**

| **Items** | **Character  and Condition** | **Needs** | **Estimated  Expense Involved** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Grounds** |  |  |  |
| 1. Soil |  |  |  |
| 1. Grass |  |  |  |
| 1. Shrubs |  |  |  |
| 1. Flowers |  |  |  |
| 1. Trees |  |  |  |
| 1. Fences |  |  |  |
| 1. Urns |  |  |  |
| 1. Walks |  |  |  |
| 1. Cement Flashings |  |  |  |
| 1. Parking Curbs |  |  |  |
|  |  |  |  |
| **Brick & Stone** |  |  |  |
| 1. Front Walls |  |  |  |
| * 1. Base |  |  |  |
| * 1. Top |  |  |  |
| * 1. Coping |  |  |  |
| * 1. Tuck Pointing |  |  |  |
| * 1. Cleanliness |  |  |  |
| 1. Court Walls |  |  |  |
| * 1. Base |  |  |  |
| * 1. Top |  |  |  |
| * 1. Coping |  |  |  |
| * 1. Tuck Pointing |  |  |  |
| * 1. Cleanliness |  |  |  |
| 1. Side Walls |  |  |  |
| * 1. Base |  |  |  |
| * 1. Top |  |  |  |
| * 1. Coping |  |  |  |
| * 1. Tuck Pointing |  |  |  |
| * 1. Cleanliness |  |  |  |
| 1. Rear Walls |  |  |  |
| * 1. Base |  |  |  |
| * 1. Top |  |  |  |
| * 1. Coping |  |  |  |
| * 1. Tuck Pointing |  |  |  |
| * 1. Cleanliness |  |  |  |
| 1. Chimneys |  |  |  |
| 17. |  |  |  |

**II. General Interior**

| **Items** | **Character  and Condition** | **Needs** | **Estimated  Expense Involved** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Vestibules** |  |  |  |
| 1. Steps |  |  |  |
| 1. Risers |  |  |  |
| 1. Floors |  |  |  |
| 1. Marble Slabs |  |  |  |
| 1. Walls |  |  |  |
| 1. Ceilings |  |  |  |
| 1. Door Mats |  |  |  |
| 1. Door Glass |  |  |  |
| 1. Transoms |  |  |  |
| 1. Hinges |  |  |  |
| 1. Door Knobs |  |  |  |
| 1. Door Checks |  |  |  |
| 1. Door Finish |  |  |  |
| 1. Kick Plates |  |  |  |
| 1. Handrails |  |  |  |
| 1. Mailbox Doors |  |  |  |
| 1. Mailbox Locks |  |  |  |
| 1. Intercom |  |  |  |
| 1. Signal Buttons & Connections |  |  |  |
| 20. |  |  |  |
| **Stair Halls** |  |  |  |
| 1. Steps |  |  |  |
| 1. Landings |  |  |  |
| 1. Handrails |  |  |  |
| 1. Woodwork |  |  |  |
| 1. Carpets |  |  |  |
| 1. Walls |  |  |  |
| 1. Ceilings |  |  |  |
| 1. Skylights |  |  |  |
| 1. Windows |  |  |  |
| 1. Window Coverings |  |  |  |
|  |  |  |  |
| **Rear Halls** |  |  |  |
| 1. Steps |  |  |  |
| 1. Landings |  |  |  |
| 1. Walls |  |  |  |
| 1. Ceilings |  |  |  |
| 1. Handrails |  |  |  |
| 1. Garbage Cans |  |  |  |
| 1. Windows |  |  |  |
| 1. Window Coverings |  |  |  |
|  |  |  |  |
| **Elevators** |  |  |  |
| 1. Signal Buttons |  |  |  |
| 1. Doors |  |  |  |
| 1. Cab Floors |  |  |  |
| 1. Cab Walls |  |  |  |
| 1. Cab Ceilings |  |  |  |
| 1. Control Mechanism |  |  |  |
| 1. Cables |  |  |  |
| 1. Pulleys |  |  |  |

**II. General Interior (cont’d)**

| **Items** | **Character  and Condition** | **Needs** | **Estimated  Expense Involved** |
| --- | --- | --- | --- |
|  |  |  |  |
| 1. Motor |  |  |  |
| 1. Shaft Walls |  |  |  |
| 1. Shaft Ceiling |  |  |  |
| 1. Shaft Floor |  |  |  |
| 1. Floor Numbers on Doors |  |  |  |
|  |  |  |  |
| **Public Light Fixtures** |  |  |  |
| 1. Entrance |  |  |  |
| * 1. Brackets |  |  |  |
| * 1. Fixtures |  |  |  |
| * 1. Bulbs |  |  |  |
| * 1. Switch |  |  |  |
| 1. Vestibule |  |  |  |
| * 1. Brackets |  |  |  |
| * 1. Fixtures |  |  |  |
| * 1. Bulbs |  |  |  |
| * 1. Switch |  |  |  |
| 1. Halls |  |  |  |
| * 1. Brackets |  |  |  |
| * 1. Fixtures |  |  |  |
| * 1. Bulbs |  |  |  |
| * 1. Switch |  |  |  |
|  |  |  |  |

**III. Basement**

| **Laundries** |  |  |  |
| --- | --- | --- | --- |
| 1. Floors |  |  |  |
| 1. Walls |  |  |  |
| 1. Ceilings |  |  |  |
| 1. Washers |  |  |  |
| 1. Driers |  |  |  |
| 1. Vending Machines |  |  |  |
| 1. Tubs & Faucets |  |  |  |
| 1. Toilet Bowls |  |  |  |
| 1. Lavatories |  |  |  |
| 1. Drains |  |  |  |
| 1. Doors |  |  |  |
| 1. Windows |  |  |  |
| 1. Window Coverings |  |  |  |
|  |  |  |  |
| **Boiler Room** |  |  |  |
| 1. Floor |  |  |  |
| 1. Pipes |  |  |  |
| 1. Fuel Bin |  |  |  |
| 1. Fire Hazards |  |  |  |
| 1. Ceiling |  |  |  |
| 1. Walls |  |  |  |
| 1. Doors |  |  |  |
| 1. Windows |  |  |  |
| 1. Window Coverings |  |  |  |
| 1. Cleanliness |  |  |  |
| 1. Trash Containers |  |  |  |

**III. Basement (cont’d)**

| **Items** | **Character  and Condition** | **Needs** | **Estimated  Expense Involved** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Boiler Room (cont’d)** |  |  |  |
|  |  |  |  |
| **Boiler** |  |  |  |
| 1. Flues |  |  |  |
| 1. Tubes |  |  |  |
| 1. Valves |  |  |  |
| 1. Diaphragms |  |  |  |
| 1. Flange Unions |  |  |  |
| 1. Grates |  |  |  |
| 1. Ash Pits |  |  |  |
| 1. Pointing on Brickwork |  |  |  |
| 1. Motors |  |  |  |
| 1. Draft Controls |  |  |  |
| 1. Chimney |  |  |  |
| 1. Thermostats |  |  |  |
| 1. Hydrostats |  |  |  |
| 1. Stoker |  |  |  |
| 1. Insulation |  |  |  |
| 1. Combustion Chambers |  |  |  |
| 1. Water Level |  |  |  |
|  |  |  |  |
| **Hot-Water Heater** |  |  |  |
| 1. Tank |  |  |  |
| 1. Insulation |  |  |  |
| 1. Ash Pit |  |  |  |
| 1. Incinerator |  |  |  |
| 1. Submerged System |  |  |  |
| 1. Hydrolator |  |  |  |
|  |  |  |  |
| **Pumps** |  |  |  |
| 1. Motors |  |  |  |
| 1. Sump |  |  |  |
| 1. Pressure |  |  |  |
| 1. Circulating |  |  |  |
|  |  |  |  |
| **Lockers** |  |  |  |
| 1. Floors |  |  |  |
| 1. Walls |  |  |  |
| 1. Ceilings |  |  |  |
| 1. Doors |  |  |  |
| 1. Fire Hazards |  |  |  |
| 1. Aisles |  |  |  |
|  |  |  |  |
| **Central Air Conditioning** |  |  |  |
| 1. Motors |  |  |  |
| 1. Cleanliness |  |  |  |
| 1. Accessibility |  |  |  |
|  |  |  |  |
| **General** |  |  |  |
| 1. Plaster |  |  |  |
| 1. Trash & Junk |  |  |  |
| 1. Screens |  |  |  |
|  |  |  |  |

**Notes and Recommendations**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.