

CRE Onsite Walkthrough Checklist

Property Name:	Units:
Address:	Acers:
Parcel #:	Year Built:

Exterior	Yes	No	N/A	Comments
Roof				
Does the roof need to be repaired or replaced within 5 years?				
Does the roof need repairs?				
Does the roof need to be replaced within 5 years?				
Do the gutters need repair or need to be installed?				
Building Condition				
Are there cracks on the building walls or issues with structural beams?				
Is there damage to the building siding or facade?				
Are there signs of weather damage?				
Is the building exterior paint or coating in good condition?				
Are the windows and doors in need or repair/replacement?				
Are the door heights appropriate for future tenant use?				
Are there signs of pest or rodent infestations?				
Electrical & HVAC				
Are the electrical boxes, meters accessible and properly covered?				
Does the HVAC condenser need repair or replacement within 5 years?				
Does the building have sufficient power?				
Does the breaker box need repair or replacement?				
Water / Sewer				
Does the property have access to sewer or septic?				
Does the sewer or septic need repair or replacement within 5 years?				
If no sewer or septic, what improvements are needed?				
Is there access to city water?				
Parking Lot				
Is the parking lot properly sized and striped for tenant use?				
Are handicapped parking spots clearly marked?				
Are there handicap ramps?				
Is there clear access to the parking lot?				
Are there cracks in parking lot needing repair?				
Is there a trash dumpster on site?				
Are drainage systems functional and free of clogs?				
Lighting / Surveillance				
Is there proper lighting in the parking lot?				
Is there proper lighting on the building exterior?				
Is there any vandalism or crime prevention needed?				
Signage				
Is building address clearly marked?				
Does the tenant units and signage need replacement or repair?				
Landscaping				
Does landscaping need repair or replacement?				
Are irrigation systems functioning properly?				
Is there tree removal needed?				
Property Boundary				
Do the survey markers match the building, easements, setbacks?				
Are there any encroachments or disputes with adjacent properties?				
Are fences, walls, or gates in good condition?				
Are the adjacent property conditions safe and ideal?				
Building Codes				
Are there any foreseeable exterior building code issues?				
Does zoning code match current property uses?				
Does zoning code match future use of property?				

Interior	Yes	No	N/A	Comments
Foundation				
Are there cracks or damage to the foundation?				
Are there cracks in the concrete block walls or damage to structural beams?				
Mold / Remediation				
Are there signs of water damage, leaks, or mold?				
Are there signs of fire damage?				
Tenant common areas and units				
Is the usable square footage accurate with property appraiser?				
Is there maintenance needed for common areas?				
Is there maintenance needed for tenant spaces?				
Are ADA compliance areas up to code?				
Does the flooring need repair or replacement?				
Do the walls need repair or replacement?				
Do the ceilings need repair or replacement?				
Are surveillance cameras needed?				
Does signage need repair/replacement/installation?				
Fire				
Do all units have fire extinguishers?				
Has the sprinkler system been inspected or need repair/replacement?				
Are there exit signs?				
Electrical & HVAC				
Is the thermostat and HVAC in need of repair/replacement?				
Are the lights working properly or in need of repair/replacement?				
Are the outlets working properly or in need of repair/replacement?				
Are there adequate electrical lights/outlets for future tenants?				
Are elevators in need of repair or replacement or installation?				
Plumbing				
Are toilets functioning properly or in need of repair/replacement?				
Are sinks functioning properly or in need of repair/replacement?				
Building Codes				
Are there any foreseeable interior building code issues?				