

Quality Assurance Walkthrough Checklist

Use this checklist during your in-person, twice-monthly walkthrough of the property to protect your investment and ensure the property is operating efficiently and effectively.

Landscaping

- Grass < 4"
- No felled limbs > 2'
- Overgrowth limited and comparable to immediate houses on street

Trash

- Trash located in the front yard
- Cans on their side, in the wrong location, or overflowing with debris

Structure

- Broken/cracked windows
- Unsecured gutters
- Peeling paint and extensive mildew growth
- Extensive debris on the roof or in gutters
- Broken or leaning mailbox

Vehicles

- Cars parked on grass
- Evidence of cars being driven on grass (e.g. ruts)
- Cars blocking neighbor's mailbox or driveway

Utilities

- Thermostat out of setting
- Open windows or doors
- Low-flow fixtures have been removed

Member rooms

- Cleanliness
- Signs of smoking
- Space heaters, AC units, or cooking devices

Kitchen and Common Spaces

- Cleanliness, including trash and dishes in the sink
- Refrigerator status
- Common space furniture