

APARTMENT EXTERIOR INSPECTION REPORT

Property _____ Address _____

Owner _____

Type _____ No. of Stories _____

Reported By _____ Date _____

No. of Apts.:	1s _____	1½s _____	2s _____
	2½s _____	3s _____	3½s _____
	4½s _____	5s _____	5½s _____
	7s _____	8s _____	Other _____ Total _____

I. Building Exterior

Items	Character and Condition	Needs	Estimated Expense Involved
Grounds			
1. Soil			
2. Grass			
3. Shrubs			
4. Flowers			
5. Trees			
6. Fences			
7. Urns			
8. Walks			
9. Cement Flashings			
10. Parking Curbs			
11.			
Brick & Stone			
12. Front Walls			
A. Base			
B. Top			
C. Coping			
D. Tuck Pointing			
E. Cleanliness			
13. Court Walls			
A. Base			
B. Top			
C. Coping			
D. Tuck Pointing			
E. Cleanliness			
14. Side Walls			
A. Base			
B. Top			
C. Coping			
D. Tuck Pointing			
E. Cleanliness			
15. Rear Walls			
A. Base			
B. Top			
C. Coping			
D. Tuck Pointing			
E. Cleanliness			
16. Chimneys			
17.			

II. General Interior

Items	Character and Condition	Needs	Estimated Expense Involved
Vestibules			
1. Steps			
2. Risers			
3. Floors			
4. Marble Slabs			
5. Walls			
6. Ceilings			
7. Door Mats			
8. Door Glass			
9. Transoms			
10. Hinges			
11. Door Knobs			
12. Door Checks			
13. Door Finish			
14. Kick Plates			
15. Handrails			
16. Mailbox Doors			
17. Mailbox Locks			
18. Intercom			
19. Signal Buttons & Connections			
20.			
Stair Halls			
21. Steps			
22. Landings			
23. Handrails			
24. Woodwork			
25. Carpets			
26. Walls			
27. Ceilings			
28. Skylights			
29. Windows			
30. Window Coverings			
31.			
Rear Halls			
32. Steps			
33. Landings			
34. Walls			
35. Ceilings			
36. Handrails			
37. Garbage Cans			
38. Windows			
39. Window Coverings			
40.			
Elevators			
41. Signal Buttons			
42. Doors			
43. Cab Floors			
44. Cab Walls			
45. Cab Ceilings			
46. Control Mechanism			
47. Cables			
48. Pulleys			
49. Motor			

Items	Character and Condition	Needs	Estimated Expense Involved
50. Shaft Walls			
51. Shaft Ceiling			
52. Shaft Floor			
53. Floor Numbers on Doors			
54.			
Public Light Fixtures			
55. Entrance			
A. Brackets			
B. Fixtures			
C. Bulbs			
D. Switch			
56. Vestibule			
A. Brackets			
B. Fixtures			
C. Bulbs			
D. Switch			
57. Halls			
A. Brackets			
B. Fixtures			
C. Bulbs			
D. Switch			
58.			

III. Basement

Laundries			
1. Floors			
2. Walls			
3. Ceilings			
4. Washers			
5. Driers			
6. Vending Machines			
7. Tubs & Faucets			
8. Toilet Bowls			
9. Lavatories			
10. Drains			
11. Doors			
12. Windows			
13. Window Coverings			
14.			
Boiler Room			
15. Floor			
16. Pipes			
17. Fuel Bin			
18. Fire Hazards			
19. Ceiling			
20. Walls			
21. Doors			
22. Windows			
23. Window Coverings			
24. Cleanliness			
25. Trash Containers			
26.			

Items	Character and Condition	Needs	Estimated Expense Involved
Boiler			
27. Flues			
28. Tubes			
29. Valves			
30. Diaphragms			
31. Flange Unions			
32. Grates			
33. Ash Pits			
34. Pointing on Brickwork			
35. Motors			
36. Draft Controls			
37. Chimney			
38. Thermostats			
39. Hydrostats			
40. Stoker			
41. Insulation			
42. Combustion Chambers			
43. Water Level			
44.			
Hot-Water Heater			
45. Tank			
46. Insulation			
47. Ash Pit			
48. Incinerator			
49. Submerged System			
50. Hydrolator			
51.			
Pumps			
52. Motors			
53. Sump			
54. Pressure			
55. Circulating			
56.			
Lockers			
57. Floors			
58. Walls			
59. Ceilings			
60. Doors			
61. Fire Hazards			
62. Aisles			
63.			
Central Air Conditioning			
64. Motors			
65. Cleanliness			
66. Accessibility			
67.			
General			
68. Plaster			
69. Trash & Junk			
70. Screens			
71.			

Notes and Recommendations

[Empty box for notes and recommendations]