



SNS Master Inspection Repair Checklist

Phone: 704-460-2206 | Service Area: Catawba, Union, Mecklenburg, Gaston, Lincoln, Cleveland, Rowan, Iredell, York

A detailed, print-friendly checklist for agents, investors, homeowners, and property managers reviewing inspection reports and walk-through punch lists.

What this is for	Use this checklist while reviewing an inspection report, walking a property, or building a repair scope. It is intentionally detailed so it creates real value, helps nothing get missed, and makes it easier to bundle work into one clear repair plan.
How to use it	Mark priority, note whether the item needs repair, and use the comments area for location details, material notes, approvals, or seller/buyer responsibility. The final page includes summary lines so you can turn the checklist into a repair game plan.

Property and Report Details

Property Address		Client / Owner	
Agent		Date	
Inspection Company		Report Reviewed By	
Occupancy		Contract / Due Diligence Notes	

Priority and Status Key

Priority	S Safety / active concern	R Repair recommended	C Cosmetic / maintenance
Status	NR - Needs Repair	M - Monitor	D - Done / addressed

Tip: For larger punch lists, circle or highlight the items that should be bundled into one coordinated repair visit. That is often where time and money are saved.

Safety / Life-Safety Items

Item / Observation	Priority S / R / C	Status NR / M / D	Comments / Location / Scope Notes
Loose, missing, or improperly secured handrails at stairs			
Guardrail missing, loose, or spacing creates fall risk			
GFCI protection missing at required locations			
GFCI outlet present but not tripping or resetting properly			
AFCI protection concerns at panel or bedroom circuits			
Smoke alarms missing, disabled, outdated, or improper location			
CO alarms missing where fuel-burning appliances exist			
Open junction box, missing cover, or exposed wiring			
Trip hazard at walkway, porch, step, flooring, or threshold			
Door hardware not latching at exterior or safety locations			
Broken glass or hazardous window/door glazing concern			
Active leak near electrical components or panel area			
Deck/porch connection loose or safety concern noted			
Improper dryer vent material, disconnected, or fire risk			
Missing anti-tip bracket at range where required			

Electrical

Item / Observation	Priority S / R / C	Status NR / M / D	Comments / Location / Scope Notes
Dead outlet, intermittent outlet, or reverse polarity noted			
Loose receptacle, switch, or cover plate			
Light fixture not operating, missing globe, or loose mount			
Double-tapped breaker or improper breaker at panel			
Improperly bonded/grounded panel requiring review			
Panel labeling missing, unclear, or not matching circuits			
Exterior receptacle missing weather cover or in-use cover			
Bathroom or kitchen light/fan not functioning correctly			
Ceiling fan loose, wobbling, noisy, or not responding			
Improper extension wiring or abandoned wiring present			
Garage door opener safety sensors not operating			
Doorbell, chime, or low-voltage item not functioning			

Plumbing

Item / Observation	Priority S / R / C	Status NR / M / D	Comments / Location / Scope Notes
Faucet leaking at spout, handle, supply, or base			
Drain leak at sink, p-trap, tailpiece, disposal, or basket			
Visible corrosion, deterioration, or staining under sink			
Slow drain at sink, tub, or shower indicating blockage			
Toilet rocking, loose at flange, leaking, or not flushing			
Wax ring failure signs, moisture staining, or caulk issue			
Tub/shower diverter, cartridge, or valve not operating			
Shower head leaking, loose, poorly mounted, or not sealing			
Missing, failed, or deteriorated caulk at wet areas			
Water pressure concern, hammering, or shutoff not working			
Hose bib leaking, damaged, or missing anti-siphon device			
Garbage disposal jammed, leaking, noisy, or not switching			
Visible plumbing leak in crawlspace, basement, or mechanical			
Drain line support, slope, or workmanship concern noted			

Water Heater / HVAC

Item / Observation	Priority S / R / C	Status NR / M / D	Comments / Location / Scope Notes
Water heater at or beyond typical service life			
Active rust, corrosion, or moisture at tank or fittings			
TPR valve discharge pipe missing, incorrect, or improper			
Water heater seismic/strapping or platform concern			
Flue, vent, or combustion clearance issue at gas unit			
Condensate line blocked, disconnected, or staining			
Dirty filter, poor maintenance signs, or service overdue			
HVAC not heating/cooling to expected temperature			
Supply or return vent damaged, blocked, or poorly secured			
Insulation missing on refrigerant line or line damage			
Excessive rust or age concern at furnace or air handler			
Bathroom exhaust fan not venting, drawing, or excessively noisy			

Kitchen and Bath

Item / Observation	Priority S / R / C	Status NR / M / D	Comments / Location / Scope Notes
Cabinet damage, loose hinges, drawer failure, or water damage			
Countertop seam, edge, or backsplash separation			
Appliance not operating correctly during inspection			
Dishwasher not draining, loose brackets, leaking, or damaged			
Range hood/vent fan not operating or not venting properly			
Loose sink, failed sink clips, or movement at mounting			
Mirror, vanity light, or bath hardware loose/damaged			
Tile crack, missing grout, hollow tile, or damaged surround			
Exhaust fan cover missing/damaged or not clearing moisture			
Bathroom soft spots, moisture staining, or prior leak area			

Interior / Doors / Windows

Item / Observation	Priority S / R / C	Status NR / M / D	Comments / Location / Scope Notes
Interior door rubbing, not latching, damaged, or needs adjustment			
Exterior door weatherstripping damaged, daylight visible, or threshold issue			
Window does not open, stay up, lock correctly, or seal well			
Failed insulated glass seal, fogging between panes, or crack			
Trim damage, missing quarter round, baseboard separation, or touch-up needed			
Drywall cracks, holes, patches, nail pops, or settlement items			
Ceiling stain or wall stain requiring source confirmation			
Flooring transition loose, damaged plank/tile, trip edge, or wear			
Subfloor movement, squeak, soft spot, or uneven flooring			
Paint touch-up, peeling paint, or unfinished repair visible			
Attic access/crawl hatch damaged, unsealed, or not secure			

Exterior / Structure / Site

Item / Observation	Priority S / R / C	Status NR / M / D	Comments / Location / Scope Notes
Rotten fascia, soffit, rake trim, door trim, or window trim			
Siding loose, damaged, missing sections, or poor repair			
Exterior caulk failed at penetrations, trim joints, or openings			
Gutter loose, leaking, poorly pitched, clogged, or missing extension			
Grading slopes toward structure or drainage concern			
Deck board rot, loose boards, popped fasteners, or stair issues			
Fence leaning, damaged panels, gate latch issue, or missing pickets			
Porch column, post base, or structural support concern			
Masonry crack, step crack, mortar deterioration, or loose veneer			
Roof edge/flashing issue visible or called out for contractor review			
Foundation moisture signs, crawlspace water, or vapor barrier deficiency			
Vegetation contact with siding/roofline creating moisture issue			

Rental Turnover / Make-Ready Add-On

Item / Observation	Priority S / R / C	Status NR / M / D	Comments / Location / Scope Notes
Missing or mismatched light bulbs, smoke batteries, or hardware			
Door stops missing, closet hardware broken, or shelf supports loose			
Blinds damaged/missing slats or window coverings not functional			
Loose towel bars, paper holders, robe hooks, or accessories			
Minor patch-and-paint items that can be grouped for one visit			
Caulk refresh at high-use wet areas before tenant placement			
Re-key/lockset update recommended between occupants			
Filter replacement, drain pan check, and maintenance before move-in			
General clean-up/debris removal tied to repair completion			
Final walk-through touch list after major items completed			

Summary, Scope Planning, and Final Notes

Use this page to turn the checklist into an action plan. This is especially useful when deciding which items are safety-critical, which can be bundled, and which items should be priced by a specialist.

Total items marked NR		Safety-critical items	
Items to bundle in one visit		Specialist trade items	
Buyer-requested items		Seller-approved items	
Target completion date		Reinspection needed	

Bundled Repair Scope Notes

Final Reminder

Have a list like this? Text photos to 704-460-2206 or use the website form at SNS. This checklist is branded to create value first, but it is also designed to make it very easy for a client or agent to turn inspection notes into one clear repair scope.