

# Property viewing checklist

Address:

Agent's Name:

Agent's Tel:

Freehold  Leasehold

Time & Date:

Bedrooms:

Property type:

Leasehold length/charge:

Situation notes:

This may be pre-completed

## Externals

	Yes	No	Cost
Cracks in brickwork/mortar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Gutters cleared/replaced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Downpipe replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Roof replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Loose/missing tiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Roof straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Walls straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Issues with rendering/finishing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Water ingress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Chimney pointing/flashing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Garden clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Outbuildings removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Notes:

## Windows / Doors

Double Glazed throughout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
External doors safe & secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Internal doors replaced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Notes:

## Electrics

	Yes	No	Cost
Double sockets throughout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Consumer unit replaced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Rewire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Pendants/facings replaced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Smoke/heat etc. detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Notes:

## Kitchen

Replace kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Tiling/splashback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Notes:

# Property viewing checklist

## Bathroom

	Yes	No	Cost
Replace suite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Electric/mains shower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Extractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Towel Rail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Tiling/wetwall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Notes:

## Decoration

Plaster throughout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Walls/woodwork painted throughout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Carpets throughout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Notes:

## Heating

Replace boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Radiators replaced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Notes:

## Other

Any damp in the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Structural defects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Standard construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Contingency amount	<input type="text"/>		

Notes:

Total refurb cost:

Additional Notes:

## Area

	Yes	No
Close to schools	<input type="checkbox"/>	<input type="checkbox"/>
Good public transport links	<input type="checkbox"/>	<input type="checkbox"/>
Good access to parking	<input type="checkbox"/>	<input type="checkbox"/>
In demand area	<input type="checkbox"/>	<input type="checkbox"/>
Access to main roads	<input type="checkbox"/>	<input type="checkbox"/>
Near health facilities	<input type="checkbox"/>	<input type="checkbox"/>

## Vendor Questions:

Is the property on the market?	<input type="text"/>
How long/how many offers?	<input type="text"/>
Have you done any work to the property?	<input type="text"/>
How long have you owned it?	<input type="text"/>
Why are you selling?	<input type="text"/>
What's your timescale for moving?	<input type="text"/>
What's your ideal solution?	<input type="text"/>
Do you have any concerns about selling?	<input type="text"/>
Do you have a Solicitor?	<input type="text"/>
Are you the owner of the property?	<input type="text"/>
Are you the decision maker?	<input type="text"/>
What happens if you don't sell?	<input type="text"/>
Do you have a price in mind?	<input type="text"/>
Is there anything you need help with?	<input type="text"/>