20/20
PROPERTY INSPECTIONS

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SELLER'S CHECKLIST

PREPARING YOUR HOME FOR THE INSPECTION.

Prepare the house. Don't hide the house. Nothing here is about concealing a defect — what's there still goes in the report, and it should. This list is about access and ordinary upkeep, so inspection day is spent looking at the house instead of working around it.

A burned-out bulb reads as a light that didn't operate. A breaker left off reads as a circuit we couldn't test. A blocked crawlspace entrance reads as not inspected — and that's the line that brings everyone back for a second visit. Take care of the small things, and the report is left describing the house instead of the housekeeping.

AGENTS — THIS IS YOURS TO SEND

Send it the day you take the listing. Forward this PDF with your paperwork, or point sellers to **TWENTY20INSPECTIONS.COM/CHECKLIST** for a version they can tick off on their phone. No form, no email capture.

01 PREPARE UTILITIES FOR INSPECTION

A system that isn't on can't be evaluated — and "not tested" tends to raise more questions than the system itself. Matters most on a vacant house.

- [ ] Water, gas and electricity on **and staying on** through the appointment — even if nobody is living there
- [ ] Gas appliances in normal working order: fireplaces, the water heater, the range, a wall furnace. If one was shut off because of a problem, leave it off and let us know
- [ ] Breakers in their normal position. If a breaker or GFCI keeps tripping, leave it off and tell us rather than resetting it for the inspection
- [ ] Propane service on, with fuel in the tank (if it was shut off, have your propane company restore it)
- [ ] Well pump powered up

02 CLEAR THE ACCESS POINTS

The most useful section here. If equipment can't be reached, it can't be evaluated — the most common reason anyone comes back out.

- [ ] Electrical panels reachable and openable — including a sub-panel in the garage or basement
- [ ] HVAC equipment reachable: the indoor unit, an attic or crawlspace unit, and the outdoor unit
- [ ] Water heater reachable, with stored items moved away from it
- [ ] Attic hatch or pull-down stairs clear, and the closet floor beneath it emptied
- [ ] Crawlspace entrance unlocked and reachable — move bins, planters and firewood off it
- [ ] Cars out of the garage and the floor walkable
- [ ] Under-sink cabinets emptied, and room to get around the washer and dryer
- [ ] Personal belongings moved clear of anything on this list — storage in front of equipment is the usual culprit
- [ ] Keys and codes for sheds, gates and detached structures left on the counter
- [ ] Pets secured or off site, and exterior gates unlocked

03 LIGHTS, SWITCHES AND ALARMS

The least expensive section, and the one that adds the most length to a report.

- [ ] **Replace burned-out bulbs**, inside and out — closets, basement, attic, porch, floodlights. A dead bulb and a dead fixture look the same to us
- [ ] **Label any switch that doesn't appear to control anything** — masking tape and a pen: "attic fan," "disposal," "switched outlet." Otherwise it's reported as a switch with no known function
- [ ] Missing outlet and switch cover plates put back on
- [ ] Smoke and carbon monoxide alarms in place and working, with fresh batteries where they're needed
- [ ] Lamps and cords unplugged from outlets in the hard-to-reach corners

04 PLUMBING AND WATER

Every fixture gets run, and every sink gets looked at underneath.

- [ ] Dripping faucets, running toilets and slow drains taken care of
- [ ] Check under each sink for active leakage, and address any leaks before the inspection. If previous leakage has been repaired, documentation of the repair is helpful to have on hand
- [ ] Loose toilets and loose faucet handles tightened
- [ ] Sinks and tubs cleared so they can be filled and drained
- [ ] Main water shutoff visible and reachable
- [ ] On well or septic: know where the tank, lid and filter are, and have recent service records handy

05 HEATING AND COOLING

We operate the equipment when conditions allow. Cooling operation may be limited during low outdoor temperatures to avoid potential equipment damage — when that's the case, the report says so.

- [ ] Fresh filter installed — and note the size and location on a piece of tape
- [ ] Thermostat working, with good batteries, and set so the system can be run
- [ ] Clearance around the outdoor unit — plants, stored items, trash cans
- [ ] Condensate drain line and pan clear
- [ ] Supply and return vents not blocked by furniture or rugs

06 OUTSIDE THE HOUSE

Water management and vegetation are ordinary upkeep, and they come up in more conversations after an inspection than anything else on a Carolina house.

- [ ] Gutters and downspouts cleared; extensions in place and pointed away from the house
- [ ] Branches trimmed off the roof, and shrubs and vines pulled back off the siding
- [ ] Soil and mulch kept below the siding line
- [ ] Firewood and stored lumber moved away from the house
- [ ] Low spots filled so the ground slopes away from the foundation
- [ ] Crawlspace vents and screens clear

07 GARAGE

A short section, and quick to get ready.

- [ ] Overhead door opens and closes from the wall button
- [ ] Safety reverse and the photo eyes near the floor working, with nothing stored in front of them
- [ ] Opener reconnected to the door, not left on the manual release
- [ ] Door between the garage and the house closes and latches properly
- [ ] Garage separation walls and ceilings visible, not covered by shelving or stacked storage

08 SIMPLE MAINTENANCE WORTH HANDLING

Ordinary upkeep most sellers would rather take care of than read about later. None of it is required — it's just the short list we see most often.

- [ ] Loose or damaged handrails at stairs, inside and out
- [ ] Windows painted shut, or with broken locks and cranks
- [ ] Torn window and door screens
- [ ] Doors that stick or won't latch
- [ ] Bathroom exhaust fans that don't run
- [ ] Dryer vent cleared of lint

09 PAPERWORK AND THE DAY OF

Documentation answers questions before they turn into requests, and an empty, well-lit house makes the rest go smoothly.

- [ ] Receipts and permits for significant work — roof, HVAC, water heater, windows, electrical, plumbing
- [ ] Warranties still in force, termite paperwork, septic pumping records, well water tests
- [ ] A short note about anything unusual — a quirk of the house, or a repair in progress
- [ ] Plan for the home to be empty; buyers often attend
- [ ] Lights left on, blinds open, labeled keys on the counter
- [ ] Your phone number and your agent's where we can find them
- [ ] If something can't be unlocked or reached, call before the appointment: **704.918.9449**