

# AGENT (Buyer's or Seller's) DISCLOSURE CHECKLIST



Compliments of: \_\_\_\_\_

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Inspected by: \_\_\_\_\_

Company Name: \_\_\_\_\_

This inspection form is to be made part of the Real Estate Transfer Disclosure Statement regarding the same property.

Dated: \_\_\_\_\_

This checklist is meant to assist you in meeting your disclosure responsibility by making your own "personal" property inspection. It will also assist in documenting your findings. We recommend attaching a copy of this form to the Seller's Transfer Disclosure Statement.

Time of Day: \_\_\_\_\_

Weather Conditions:

Clear \_\_\_ Dry \_\_\_ Rainy \_\_\_ Wet \_\_\_

How many days since the last substantial rain?

1-5 \_\_\_ 5-15 \_\_\_ 15-30 \_\_\_ 30+ \_\_\_

ITEM	YES	NO	COMMENTS
<b>SITE:</b> <b>Driveways/Walks</b> - Are there cracks or lifting that would create a trip hazard? (A crack 1/2" wide or lifting 1" or greater is considered a safety or trip hazard)			
<b>Site Drainage</b> - Are there areas that would obviously catch and keep water next to the structure? (Soil should slope about 1/2" from the building for a distance of 5')			
Is the Seller aware of any accumulation or ponding of water around the exterior of the structure? Moisture problems in the substructure?			
<b>Site Slope</b> - Is this home situated on or near a steep hillside?			
<b>Retaining Walls</b> - Are the leaning? Give location.			
<b>Soil Movement</b> - Are there any signs of soil movement? (Look closely at retaining walls, concrete walks, driveways, etc., sloping floors and doors that are out of square.			
Is the seller aware of any soil movement throughout the property?			
<b>Fence</b> - Is the fence leaning? Are there obvious repairs needed to the fence?			
<b>EXTERIOR:</b> <b>Stucco Siding</b> - Are there any cracks 1/4" wide or larger?			
<b>Wood Siding</b> - Are there any areas where obvious damage exists? (Look around at the base for earth contact with siding.)			
<b>Chimney</b> - Are there any cracks in the brick greater than 1/4"? Is there a crack between the chimney and the house greater than 1/4"?			
<b>Decks</b> - Is there any obvious damage to the deck boards or support members? (Look at deck and patio covers also.)			
(Current code requires all decks 30" above a lower level to have a 36" guard rail with spacing small enough to prevent a 4" sphere from passing through.) Are there decks or platform railings that do not meet this requirement?			

<b>Foundation</b> - Are there any visible exterior cracks 1/4" wide or larger? Give locations.			
<b>Windows</b> - Are there any broken windows?			
<b>Screens</b> - Are there any damaged or missing screens?			
<b>Electrical</b> - Is there exposed wiring on the exterior of the building? Give Locations.			
<b>Roof</b> - Is there severe deterioration to the roof noticeable from the ground?			
Is there any obvious sagging in the roof line?			
<b>Rain Gutters</b> - Are there any rain gutters that are obviously damaged, rusted through or in need of substantial repair?			
<b>Trees</b> - Are there any large trees that are dead or dying or trees that may pose a possible threat to the main structure?			
<b>Pool</b> - Was the condition of the water as such to prevent a clear visual inspection of the pool?			
<b>Pool</b> - Is the pool out of level more than 1"? (Walk around the pool and look at the water line along to top row of tile.)			
<b>INTERIOR:</b>			
<b>Kitchen</b> - Are there any obvious non-functional appliances?			
Are there signs of damage to the kitchen floor?			
<b>Walls and ceilings</b> - Are there any cracks 1/8" wide or larger"? Give location.			
Have any of the cracks in the walls been repaired? (Question seller as to repairs performed. Cosmetic reasons only? Do they recur through the seasons?)			
Are there stains on the ceilings of any rooms? State location. (Question the seller as to the possible cause and whether any repairs may have been performed.)			
<b>Floors</b> - Is there any noticeable sloping of the floors? State location. (Question the seller as to the possible cause and whether any repairs my have been performed.)			
<b>Smoke Alarm</b> - Are any smoke alarms missing? (One is required in each bedroom and in the hallways outside the bedrooms.)			
<b>Doors</b> - Are any doors damaged?			
Are any doors more than 1/4" out of square or severely stick? (Could this be an indication of soil movement? Look for cracks above the doors. Close each door and view from the inside.) Give location.			
<b>Bathrooms</b> - Are there signs of potential damage to any of the shower walls?			
Are there apparent signs of water damage to the bathroom floors?			

Is this house on septic tank? (Recommend buyer have it inspected.)			
Does this house have a well? (Recommend buyer have it inspected.)			
<b>Electrical</b> - Is there any exposed wiring below the height of 7'? Give locations.			
Are there obvious electrical modifications? (New sub-panels, new wiring?) Give locations.			
Are there apparent electrical safety hazards? (Look for missing cover plates or connections made without junction boxes, etc.)			
<b>Water Heater</b> - Does it look suspiciously old and corroded?			
<b>Furnace</b> - Does it look suspiciously old and corroded? (Recommend that PGE perform a FREE inspection. Document the date of PGE's inspection.)			
<b>Ductwork</b> - Is the ductwork from the furnace wrapped with white "cloth like" material? (Possible asbestos?) Look above the furnace which is typically located in the closet or garage.			
<b>MISCELLANEOUS:</b> Question the seller for further comments regarding this property. If necessary, note any additional findings.?			
<b>Additions</b> - Have there been any additions or modifications made to this house without a permit? (Has the permit been signed off?) (If no permit was issued or if issued but not signed off, recommend to buyer to have a "code compliance" review performed on the addition or modifications.)			

NBI does not accept any responsibility for information contained herein nor for the completeness of this form.

This checklist reflects the continuing commitment of National Building Inspectors to provide consumer information to the real estate community. Additional information for homeowners, buyers and real estate agents is also available online at our website, [www.goNBI.com](http://www.goNBI.com) or call our office at (800) 466-2466.

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This inspection form documents the diligent **VISUAL** inspection of the subject property by:

Agent: \_\_\_\_\_ Phone # \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

This agent **IS NOT** an expert in the field. This report is only meant to "**disclose**" observations made from visual observations of accessible areas. It **IS NOT** meant to "**evaluate**" the findings. The agent did not go onto the roof nor crawl the subarea. This inspection does not include examination of concealed items within the walls, behind paneling or heavy wallpaper, nor behind or under furniture and appliances. No representations can be as to past or future site drainage problems. In all cases, we recommend contacting a competent inspection firm to perform any inspections deemed necessary. We also recommend the buyer perform his own diligent inspection of the property.

Buyer: (1) \_\_\_\_\_ (2) \_\_\_\_\_ Date: \_\_\_\_\_

Seller: (1) \_\_\_\_\_ (2) \_\_\_\_\_ Date: \_\_\_\_\_