



MULTIFAMILY PROPERTY WALK CHECKLIST

A practical record for your property team.

PROPERTY / WALK REFERENCE

WALK DATE

Planning aid only; not a technical inspection, final scope or agreement. Keep observations separate from confirmed findings. Checked boxes record your selections; unchecked items do not confirm a property condition.

BEFORE YOU ARRIVE

- ☐ Confirm the property address, meeting contact, access arrangements, and which areas are included.
- ☐ Gather available plans, maintenance records, prior scopes, inspection reports, and photos.
- ☐ Note the purpose of the walk: repairs, renovation planning, acquisition due diligence, or budgeting.
- ☐ Agree how photos will be taken and shared; avoid including residents or personal information.

BUILDING EXTERIORS & ROOFING

- ☐ Record visible facade, siding, stucco, sealant, and paint concerns by building or elevation.
- ☐ Note reported leaks and water intrusion, including when they occur and any prior repairs.
- ☐ Identify balconies, landings, stairs, and railings requiring further review.
- ☐ Discuss roof age, known repairs, and available reports. Arrange authorized specialist access where needed.



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GROUND, DRAINAGE & HARDSCAPE

- ☐ Note standing water, reported drainage problems, and areas affected after rainfall.
- ☐ Record concrete and asphalt concerns, walkways, parking areas, and access limitations.
- ☐ Identify utilities or site conditions that may affect the proposed work.
- ☐ Discuss staging, deliveries, waste removal, and routes that must remain available.

UNITS, COMMON AREAS & AMENITIES

- ☐ Identify sample units or spaces to review and whether they are occupied or vacant.
- ☐ List planned finish upgrades, conversions, cabinetry, flooring, painting, and related systems work.
- ☐ Review leasing office and amenity priorities alongside unit renovation needs.
- ☐ Note material standards, existing conditions, and items requiring measurements or investigation.

SCOPE, PRIORITIES & BUDGET

- ☐ Separate immediate concerns, recurring service needs, and planned capital improvements.
- ☐ Record the proposed scope, approximate quantities, and assumptions that still need confirmation.
- ☐ Discuss budget goals, timing, phasing, and decisions needed before a proposal.
- ☐ Identify work that depends on another trade, specialist review, or further investigation.

BEFORE YOU LEAVE

- ☐ Agree who will consolidate notes, review the scope, and answer follow-up questions.
- ☐ List missing documents, measurements, testing, or approvals and assign a next step.
- ☐ Confirm resident coordination, scheduling constraints, and the next discussion.
- ☐ Keep observations distinct from confirmed findings and note where specialist assessment is needed.



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FOLLOW-UP NOTES

Visitor-entered notes. Keep resident names and confidential information out of shared copies.

PROPERTY / WALK REFERENCE

LOCATION AND OBSERVATIONS

PHOTO AND DOCUMENT REFERENCES

NEXT STEPS, RESPONSIBLE PERSON AND TARGET DATE
