



# Walkthrough Protocol

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Bring a notebook to write down what needs to be fixed (or write it down in your phone). At the end of the walk through, email this list to your client's lawyer. The lawyers will work out the time frame in which things need to be fixed. Generally the time frame to complete the punch list is 30 days after the date of the closing. Remember that for Re-Sales the items that you can request to be fixed officially are items which have changed since the first time you viewed the property. You can obviously try and negotiate whatever you'd like but that's the legal stance. For sponsor sales, you can generally get away with requesting anything that is broken to be fixed (within reason).

- 1) Bring something you can plug in and check all the outlets
- 2) Turn on all the lights to ensure all light fixtures work
- 3) Turn on all the appliances
- 4) Turn the thermostat down to ensure that the air conditioning works, then turn it up to ensure that the heat works
- 5) Check the floor for scratches and cracks
- 6) Check to the paint job to ensure that it is complete
- 7) Check all faucets (hot and cold). Check under the sink for leaks while the water is running
- 8) Check all shower heads and make sure the water drains in the shower/tub
- 9) Flush all toilets
- 10) Open and close all the windows. Make sure the windows stay open and don't fall
- 11) Open and close all doors and ensure that the locks work