

NYC Co-op Checklist

Property Street Address: _____ What floor is unit on? _____

Listing Price: _____ Days on Market: _____ Age of property: _____

Cats? Y / N Monthly Maintenance: _____ Included in Maintenance: _____

Exterior:

Condition: Excellent Good Fair Poor Landscaping: Excellent Good Fair Poor

Lawn space to play? Y / N Other Exterior Notes: _____

Interior - Communal Space:

Condition: Excellent Good Fair Poor Doorman? Y / N 24-7 surveillance? Y / N

How do you enter main entry? Keyed entry? Code? Open to anyone?

Hallways: Excellent Good Fair Poor Quiet? Y / N Strange smells? Y / N

Laundry on site? Y / N Condition: Good Fair Poor \$ per load wash/dry: _____

Interior - Our Space:

Foyer:

Dimensions: _____ # Closets: _____ Dimensions of Closets: _____

Do Foyer Closets Have Shelving? Y / N Type/number of shelves: _____

Do they have a clothing bar? Y / N

TAKE PHOTO OF FOYER

Living Area:

Combined Living/Dining area? Y / N If so, do table & couch comfortably fit? Y / N

Dimensions: _____ # Closets: _____ Dimensions of Closets: _____

Flooring: Wood / Carpet / Tile Condition of flooring: Excellent Good Fair Poor

Living Room (continued):

of windows? _____ Measurements of windows: _____

Height of ceiling: _____ Ceiling fan: Y / N If yes, color of fan: _____

Overhead lighting? Y / N If Yes, type of light: Boob light / Chandelier / Other _____

Other living room notes/observations? _____

TAKE PHOTOS OF LIVING ROOM/DINING ROOM

Kitchen:

Dimensions: _____ Number of windows: _____

Ceiling height: _____ Ceiling fan in kitchen: Y / N Ceiling condition? Signs of leaks? _____

Included appliances: Stove/Oven Fridge Dishwasher Overhead Microwave

Age & brand of appliances: _____ Gas or electric? _____

Cabinets: Wood Laminate Metal # upper cabinets: _____ # lower cabinets: _____

drawers: _____ Overall Cabinet Condition: Excellent Good Fair Poor Ikea? Y / N

Depth of counters (any "cheating" ones like at Chelan?): _____

If there are cabinets on each side, # inches between (1 or 2 butt kitchen?) _____

Counter tops: Granite Formica Other _____ Color of counters: _____

Condition of counters: Excellent Good Fair Poor

Does the fridge open all the way, or does it hit the wall/cabinets? _____

Does the dishwasher open all the way or does it hit the wall/cabinets? _____

Does the oven open all the way or does it hit the wall/cabinets? _____

Turn on sink. Good water pressure? Y / N Turn on hot water. Same pressure? Y / N

How hot? HOT / Hotish / Warm / No Hot Water

How many outlets are in kitchen: _____

Garbage disposal? Y / N Does it work? Y / N Ice maker: Y / N Does it work? Y / N

Flooring: Tile Wood Vinyl Other _____ Condition: Excellent Good Fair Poor

Color of floors: _____ Lighting: Chandelier / Boob / florescent Other _____

And most importantly: Can I fix this kitchen up with paint & fixtures or does it need some serious work? (Remember the example kitchen I sent you with painted cabinets and cork flooring)

Sketch a rough diagram of how kitchen is laid out:

TAKE LOTS OF PHOTOS INCLUDING INSIDE FRIDGE, CABINETS, UNDER SINK, CEILING

Bathroom:

Dimensions: _____ Number of windows: _____ Fart fan: Y / N

Tile on walls? Y / N Color: _____ Grout condition: Good Fair Poor

Condition of walls (wall cancer?): Good Fair Poor

Tub or standing shower: _____ Tile tub? Y / No Condition: Good Fair Poor

Is there storage under the sink? Y / N What kind of cabinet? _____

Built in medicine cabinet? Y / N Mirror? Y / N Type of lighting: _____

How is storage? Good Fair Poor Room for more storage? Y / N Maybe if we squish

Is there an outlet in the bathroom? Y / N Where is it located? _____

Flush the toilet. Is it a good solid flush or is your wife going to clog it daily? _____

Shower water pressure? Good Fair Poor Shower water temp? _____

TAKE LOTS OF PHOTOS

Bedroom 1:

Dimensions: _____ Number of windows: _____ Dimensions of windows: _____

Ceiling fan: Y / N Type of lighting: _____ # of outlets: _____

of closets: _____ Dimensions of closets: _____ Type of shelving: _____

Closet ceilings (condition and any signs of leaks?) _____

Condition of walls: Good Fair Poor Color of walls: _____ Ceiling height: _____

Condition of ceiling: Good Fair Poor Any ceiling stains that hint at leaks? _____

Does queen sized bed fit? Y / N Ample room for dressers? Y / N

Flooring: Wood Carpet Other Condition of flooring: Good Fair Poor

Other notes: _____

Bedroom 2:

Dimensions: _____ Number of windows: _____ Dimensions of windows: _____

Ceiling fan: Y / N Type of lighting: _____ # of outlets: _____

of closets: _____ Dimensions of closets: _____ Type of shelving: _____

Closet ceilings (condition and any signs of leaks?) _____

Condition of walls: Good Fair Poor Color of walls: _____ Ceiling height: _____

Condition of ceiling: Good Fair Poor Any ceiling stains that hint at leaks? _____

Does queen sized bed fit? Y / N Ample room for dressers? Y / N

Flooring: Wood Carpet Other Condition of flooring: Good Fair Poor

Other notes: _____

TAKE PHOTOS OF ROOMS, CLOSETS, PROBLEM AREAS, VIEWS OUT WINDOWS.

Hallways:

Dimensions: _____ Number of windows: _____ # of closets: _____

If closets in hallways, dimensions and type of shelving: _____

Ceiling height in hallways: _____

Other:

Central AC or window units? _____

If window units, what rooms have a unit? _____

Check under furniture for floor damage: _____

and location of smoke detectors: _____

Location and condition of hot water heater: _____

Location and condition of breaker box: _____

Condition of windows. Do they open? Bars? Screen intact? _____

Sounds and smells in unit. Any dog woofing? Children? Stompy-foot? HIGH SPEED RAIL/AIR-PORT/HIGHWAYS? _____

Can you chat with owner about living in unit? Y / N Can you chat with neighbors? Y / N

Sketch rough layout of unit (does not have to be to scale):

TAKE LOTS OF PHOTOS