

**Builder:** \_\_\_\_\_

**Community:** \_\_\_\_\_

**1. General Community Conditions**

- |  |                     | Photo Attached           |
|--|---------------------|--------------------------|
| a. Off-site signs & billboards in good condition with accurate information | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| b. Good signage directing traffic to community                             | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| c. Community entrance maintained with fresh landscaping                    | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| d. On-site billboard & flags in good condition                             | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| e. Common areas & available homesites well maintained (mowed, graded)      | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| f. Lot signs are accurate and in good condition                            | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| g. Streets clean   | (1) (2) (3) (4) (5) | <input type="checkbox"/> |

**2. Model Home**

- |  |                     | Photo Attached           |
|--|---------------------|--------------------------|
| a. Flags in good condition   | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| b. Model signage, in yard, in good condition                               | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| c. Welcome mat present and in good condition                               | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| d. Lawn & landscape well kept, properly planted for the season             | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| e. Model clean: free of bugs, dust and cobwebs                             | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| f. Smell: fresh and welcoming  | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| g. Bathrooms stocked (tissues, soap, hand towels, air freshener) and clean | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| h. All closets clean and free of trash/clutter                             | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| i. All lights in working condition (working bulbs)                         | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| j. Electrical cords hidden   | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| k. Model temperature comfortable, upstairs and downstairs                  | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| l. Countertops free of 3rd party material                                  | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| m. All cabinets and drawers clean (not used for storage)                   | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| n. Business cards displayed near registration card (with pen)              | (1) (2) (3) (4) (5) | <input type="checkbox"/> |
| o. Fridge: refreshments stocked for customers (Personal items hidden)      | (1) (2) (3) (4) (5) | <input type="checkbox"/> |

**3. Sales Team & Sales Center**

- a. Sales professional present and easily identified
- b. Sales professional dressed professionally
- c. Office/Design Center clean, organized and inviting
- d. Marketing materials in stock, organized, current and easy to locate
- e. Brochures assembled, current and with accurate info
- f. Blank contracts ready
- g. Resources with homesites sold, spec sheets and floor plans

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Photo  
Attached

☐☐☐☐☐☐☐**4. Finished Inventory**

- a. Inventory is listed on website with accurate information
- b. Electricity to homes on and light bulbs operational
- c. Individual flyers for inventory placed in kitchen with business card
- d. Finished inventory: Landscape manicured, free of construction trash
- e. Available and sold signs straight and clean
- f. Inside Homes: Clean, inviting, free of dirt, trash, cobwebs, etc.
- g. Homes under construction: Trash contained and garage free of debris

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Photo  
Attached

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**Inspected by:**

**Date:**

**Notes:**

Section 1:

**Photos:**

Reference: \_\_\_\_\_

Reference: \_\_\_\_\_

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**Photos:**

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