

Property Inspection Checklists

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About Property Inspection Checklists:

Property Inspection Checklists are an online tool for Property Managers to keep track of building and property upkeep, curb appeal, or anything else that may gain benefit from a digital checklist. Users can create new Checklist Templates, set monthly email reminders, and then generate checklists when they are due. Once completed, checklists are stored under **View Checklist History** and reports can be pulled from the [Reports](#) section under [User & Usage Reports](#).

Property Checklists

View Checklist History

Checklists

Add | Remove

<input type="checkbox"/>	Title	Location	Description	
<input type="checkbox"/>	Interior Cleanliness	Hallways	Has maintenance been	Generate Edit
<input type="checkbox"/>	Building Exterior	Outside	Curb Appeal	Generate Edit
<input type="checkbox"/>	Spring Cleaning	Everywhere	What needs to be repaired?	Generate Edit

Open Checklists

Cancel | Complete

<input type="checkbox"/>	Title	Location	Description	Date Generated	Last Modified Date	Last Modified By	
<input type="checkbox"/>	Spring Cleaning	Everywhere	What needs repair?	6/7/2011	6/7/2011	Tony Long	Update
<input type="checkbox"/>	Building Exterior	Outside	Curb Appeal	6/7/2011	6/7/2011	Tony Long	Update

1. **Checklist Templates**
2. **Generated Checklists**

Rather than simply creating a checklist for a one-time use, **Checklist Templates** allow Property Managers to create multiple checklists with a single click and without the need to manually re-enter the content. Through this, multiple checklists may be generated now or at future dates. Queries are even capable of being edited to generate slightly different checklists (i.e. If a Gym has been added to your building, that criteria may be added to a Checklist Template, so that it may be included in a future "Amenities Cleanliness" Checklist).