



# Home Inspection Coordination Checklist

## Pre-Inspection Communication & Scheduling

Tasks related to notifying parties, scheduling the inspection, and ensuring everyone is prepared.

### Confirm Inspection Scheduling with Client

- ☐ Scheduled
- ☐ Reschedule Needed
- ☐ Client Unavailable

### Scheduled Inspection Date

### Scheduled Inspection Time

### Confirm Inspector Availability

- ☐ Confirmed
- ☐ Need to Confirm
- ☐ Inspector Unavailable

### Notes on Scheduling Preferences (Client/Inspector)