**WISCONSIN REALTORS® ASSOCIATION**
4801 Forest Run Road
Madison, Wisconsin 53704

# LISTING/SELLING AGENT INSPECTION FORM

RL 24.07 requires listing, selling and buyer broker agents to perform a reasonable, competent and diligent inspection of the property to detect observable adverse facts material to the transaction, if they are given access to the property. Any adverse material facts discovered must be disclosed to all interested parties.

The purpose of the Listing/Selling Agent Inspection Form is to provide a standardized format to document the fact that a reasonably competent and diligent inspection was performed and to record any defects discovered during the inspection. The completed report should be delivered *only* to the agent's broker so that the broker may review the inspection results, insure proper written disclosure has been made (see Legal Update 90.06) and maintain records of the inspection in broker's files. This document is not intended to be a substitute for property condition reports or broker disclosures of defects.

In completing the inspection report, the agent should indicate whether defects were observable in an area or not. Areas not specified in the report form should be listed in the "other area" section. Any defects observed should be noted in the "defects observed" area. Only the defect observed should be noted without any conclusions being made as to the overall condition of that part of the property. For example, if the basement wall is cracked, the observation should be "south basement wall cracked," not "south basement wall cracked, but in good shape."

If no observable defects exist, the appropriate check should be made. Never state a conclusion as to the condition of any part of the property. Wisconsin's strict liability law holds a licensee who states "roof is in good condition," to have made a personal guarantee of the condition of the roof.

If any particular area of the property is noted as not accessible, explain why it was not accessible in the "other areas (or no access)" section. Examples of areas not accessible would be snow-covered yards, crawl spaces without sufficient access, basement walls covered with boxes, etc. When completing the form, the agent should check all appropriate areas. For example, if there are no observable defects in the basement, but one wall is covered with boxes, no observable defect *and* no access would be checked with an explanation of the access in "other areas (or no access)."

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# LISTING/SELLING AGENT VISUAL INSPECTION FORM

To be completed to document inspections required per RL 24.07(1).
Use the back of this page and attachments for any additional information from your inspection.
Property Address: 4643 N 40th St, Milwaukee, WI 53209 Seller's Name: VB Ten LLC

Style: _____ Bedrooms: _____ Baths: _____

| | No Defects Observed | Defects Observed | No Access | Not Applicable to Property |
|---|---|---|---|---|
| **A. Property Exterior** | | | | |
| Property exterior | ☐ | ☐ | ☐ | ☐ |
| Roofs of improvements | ☐ | ☐ | ☐ | ☐ |
| Land and site | ☐ | ☐ | ☐ | ☐ |
| Site improvements (walks, drives, etc.) | ☐ | ☐ | ☐ | ☐ |
| Environmental (LBP, mold, asbestos, etc.) | ☐ | ☐ | ☐ | ☐ |
| **B. Property Interior** | | | | |
| Lower Level | | | | |
| Ceilings | ☐ | ☐ | ☐ | ☐ |
| Floors | ☐ | ☐ | ☐ | ☐ |
| Walls | ☐ | ☐ | ☐ | ☐ |
| Mechanical* | ☐ | ☐ | ☐ | ☐ |
| Environmental (LBP, mold, asbestos, etc.) | ☐ | ☐ | ☐ | ☐ |
| First Floor | | | | |
| Ceilings | ☐ | ☐ | ☐ | ☐ |
| Floors | ☐ | ☐ | ☐ | ☐ |
| Walls | ☐ | ☐ | ☐ | ☐ |
| Mechanical* | ☐ | ☐ | ☐ | ☐ |
| Environmental (LBP, mold, asbestos, etc.) | ☐ | ☐ | ☐ | ☐ |
| Second Floor | | | | |
| Ceilings | ☐ | ☐ | ☐ | ☐ |
| Floors | ☐ | ☐ | ☐ | ☐ |
| Walls | ☐ | ☐ | ☐ | ☐ |
| Mechanical* | ☐ | ☐ | ☐ | ☐ |
| Environmental (LBP, mold, asbestos, etc.) | ☐ | ☐ | ☐ | ☐ |
| Garage Interior | ☐ | ☐ | ☐ | ☐ |
| Environmental (LBP, mold, asbestos, etc.) | ☐ | ☐ | ☐ | ☐ |

Other _____
Defects observed _____

Other _____
Defects observed _____

Other _____
Defects observed _____

Other _____
Defects observed _____

Environmental (LBP, mold, asbestos, etc.)
Defects observed _____

**C. Other areas (or no access)**** _____

** Specify other accessible areas not noted above which may include accessible attic space, finished third floor rooms, detached structures other than garages, etc. Indicate "No Defect" or specify defects for "Other" accessible areas.

Deliver completed form to inspecting Agent's Broker.

I performed a reasonably competent and diligent inspection of the accessible areas of the property and have noted observed defects as shown above.

☐ ☐ _____ _____
Listing/Selling Agents Initials Date

* Licensees should observe mechanical components to detect observable conditions. Licensees are not obligated to operate mechanical equipment.

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