

Roof Inspection Handoff Checklist

For Waldorf and Charles County homeowners, buyers, and agents

FREE PRINTABLE • NO LOGIN • NO PERSONAL DATA REQUIRED

Use this before scheduling and again when the report arrives. A free estimate and a documented condition inspection can be different services. Compare the promised deliverable, not only the fee.

1. Define the purpose before scheduling

- ☐ Leak diagnosis or repair estimate
- ☐ Storm-condition documentation
- ☐ Pre-purchase or pre-sale condition review
- ☐ Maintenance and remaining-life planning
- ☐ Buyer, lender, or insurer document - confirm the required format first

2. Confirm what the inspection includes

- ☐ Roof areas and materials reviewed
- ☐ Flashing, penetrations, valleys, edges, drainage, and ventilation
- ☐ Attic or interior moisture signs when safe and authorized
- ☐ Photographs tied to each material finding
- ☐ Written access, weather, visibility, and concealed-condition limitations

3. Require decision-ready findings

- ☐ Immediate safety or active-water-entry concerns
- ☐ Repair items, monitoring items, and maintenance items separated
- ☐ Repair-versus-replacement reasoning with supporting observations
- ☐ Estimated remaining service life only when the evidence supports it
- ☐ Clear next step and any issue outside roofing scope

4. Ask before accepting a free inspection

- ☐ Is this a condition report, a sales estimate, or both?
- ☐ Will I receive the report and photographs even if I do not hire you?
- ☐ Who performs the inspection and what relevant experience do they have?
- ☐ Is any fee credited toward work, and does that change the deliverable?
- ☐ Does the authorization commit me to construction or insurance services?

Before hiring or paying

Verify the exact contracting identity and current MHIC license. Read the complete written agreement. Confirm whether the inspection authorization itself creates any construction, assignment, or insurance-related obligation.