

[Date]

[Tenant/Client Name]

[Address Line 1]

[Address Line 2]

**Subject: Door and Window Inspection/Testing Checklist**

Dear [Name],

This letter serves as a record of the inspection and testing of the doors and windows at [Property Address]. Please find the completed checklist below:

**1. Exterior & Interior Doors**

- Latches and locks engage smoothly and securely.
- Weatherstripping is intact and creates a proper seal.
- Hinges are secure and do not squeak or sag.
- Self-closing mechanisms (if applicable) function correctly.
- Thresholds are secure and free of trip hazards.

**2. Windows**

- Window panes are free of cracks or chips.
- Sashes open, close, and lock properly.
- Screens are present and free of tears/holes.
- Seals are intact (no visible fogging or condensation between panes).
- Window cranks or lift handles operate without resistance.

**3. Safety and Security**

- Deadbolts are fully functional on all entry doors.
- Emergency egress windows open fully and easily.
- Peep holes (if applicable) provide a clear view.

**Notes/Required Repairs:**

[Insert details of any issues found during testing]

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledged by: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,

[Your Name]

[Your Title/Company]