



INSPECT THE TRIM-OUT WORK

Document the home before work begins, then review the marriage line, flooring, exterior, and major concerns.

PROPERTY

DEALER

HOME / MODEL

TRIM-OUT CONTACT

CREW / COMPANY

TRIM-OUT DATE

BEFORE TRIM-OUT BEGINS

- ☐ A continuous interior and exterior video walkthrough is saved.
- ☐ Every room, exterior side, marriage-line area, and unfinished section is photographed.
- ☐ Close photos show visible damage, missing material, and each known concern.
- ☐ The approved order, floor plan, option sheet, and written issue list are available.
- ☐ Known major concerns were sent to the dealer or project contact before the visit when possible.
- ☐ The date, arrival window, crew contact, and safe access rules are confirmed.
- ☐ Furniture, boxes, and belongings are away from unfinished work.

INTERIOR MARRIAGE LINE

- ☐ The visible connection between home sections looks complete.
- ☐ Decorative trim is installed, secure, straight, and consistent, if used.
- ☐ Drywall seams are repaired, finished, and blended as ordered, if applicable.
- ☐ Wall and ceiling finishes around the marriage line are complete.
- ☐ Molding and finish material interrupted by the sections are installed.
- ☐ There are no obvious gaps, cracks, loose trim, exposed fasteners, or unfinished compound.
- ☐ Every remaining concern is photographed before the crew leaves.

MARRIAGE-LINE FLOORING

- ☐ Flooring continues across the marriage line as ordered.
- ☐ A seamless package has no unfinished opening or unnecessary transition.
- ☐ There are no obvious gaps, ridges, loose material, damage, mismatch, or poor alignment.
- ☐ Required transition or trim pieces are secure and appropriate.
- ☐ Walking the area reveals no obvious raised edge, movement, soft spot, or unevenness.
- ☐ The completed flooring is photographed from multiple angles.

EXTERIOR COMPLETION

- ☐ Every side and end of the home was reviewed after the crew finished.
- ☐ Siding and finish material around the joined sections are installed.
- ☐ New siding aligns with the existing color, spacing, and pattern.
- ☐ Visible trim and seam details associated with the joined sections are complete.
- ☐ There is no obvious missing or loose siding, damage, unfinished seam, exposure, or mismatch.
- ☐ Every exterior concern and completed marriage-line area is photographed.

MAJOR PROBLEMS DURING THE GENERAL PASS

- ☐ Known cracked, broken, or damaged drywall was shown to the crew.
- ☐ Known windows that would not open, close, lock, or move were checked.
- ☐ Known doors that would not open, close, latch, or align were checked.
- ☐ Significant transportation or installation damage was reviewed.
- ☐ The home was compared with the order for a missing or incorrect major feature.
- ☐ Every known condition affecting reasonable livability was shown to the crew.
- ☐ Needed parts, materials, specialists, or manufacturer involvement are documented.



DOCUMENT THE HANDOFF TO WARRANTY

Compare the before-and-after condition, record unfinished work, and report every unresolved item in writing.

DOCUMENT THE HOME AFTER TRIM-OUT

- ☐ A second continuous interior and exterior video walkthrough is saved.
- ☐ Photos were retaken from the same before-work angles when practical.
- ☐ Every completed repair and every unresolved condition is photographed.
- ☐ The record shows what changed, what did not change, and any new damage found.
- ☐ Before-and-after photos, videos, messages, repair notes, and work records are together.
- ☐ Records are organized by room, exterior area, or marriage-line location.

BEFORE THE CREW LEAVES

- ☐ The interior and exterior were reviewed when the crew said it was safe.
- ☐ Completed work was compared with the written issue list and approved order.
- ☐ Completed marriage-line, flooring, siding, and repair items are recorded.
- ☐ Every known problem still unfinished is recorded.
- ☐ Needed parts, materials, specialists, manufacturer help, or return visits are listed.
- ☐ The person or company responsible for each remaining item is recorded when known.
- ☐ Each item is identified as remaining in trim-out or moving into warranty.
- ☐ The recipient for updated photos, videos, and the written list is confirmed.

CARRY UNRESOLVED ITEMS INTO WARRANTY

- ☐ Every unresolved condition is reported in writing; nothing is assumed to transfer automatically.
- ☐ Each report includes the room or exterior location and a clear description.
- ☐ Photos and video are included when they help show the condition.
- ☐ The date first reported and what the trim-out crew said or attempted are recorded.
- ☐ The approved order is attached when the issue is a missing or incorrect feature.
- ☐ The item is added to the Step 9 punch list if it remains after trim-out.
- ☐ The responsible dealer, manufacturer, contractor, or service department is tracked when known.
- ☐ A verbal promise is not replacing the written record.

FINAL TRIM-OUT HANDOFF

- ☐ Interior marriage-line finishes were reviewed.
- ☐ Marriage-line flooring was reviewed.
- ☐ Exterior siding and finish work were reviewed.
- ☐ Known major livability concerns were reviewed with the crew.
- ☐ Before-and-after photos and full video walkthroughs were saved.
- ☐ Completed and unfinished work is listed in writing.
- ☐ Every remaining item has a responsible contact and next step when known.
- ☐ Unresolved items are ready for the warranty process.

IMPORTANT

- ☐ Trim-out is a general pass that finishes the joined sections and helps make the home livable.
- ☐ It is not the detailed warranty punch-list inspection and may not leave every part perfect.
- ☐ Document everything and report every unresolved item in writing.
- ☐ Continue tracking unresolved work during Step 9.