

INSPECTION CHECKLIST

CHECK EACH ITEM TO MAKE SURE YOUR UNIT WILL BE READY FOR INSPECTION:

1. All major utilities (electricity, gas, water) must be turned on. _____
2. The cooking stove and oven must be clean and in working condition. _____
3. The refrigerator must be clean and in working condition. _____
4. The bathroom must have a window or working ventilation fan. _____
5. All accessible outside doors and windows must have working locks. _____
6. All electrical outlets must have cover plates in good condition – No cracks. _____
7. There must be no missing, broken or badly cracked windows. _____
8. The hot water tank for your unit must have a pressure relief valve and a downward discharge pipe. _____
9. There can be no tears, holes, or loose seams in carpeting or linoleum. _____
10. There can be no mice, rats, or insect infestation. _____
11. There must be a properly operating smoke detector on every level of the unit. _____
12. Units with Gas (Natural or Propane) must have properly operating CO detector on every level of the unit. _____
13. No cracking, chipping, scaling, or loose paint anywhere, inside or outside of unit. _____
14. No double-keyed deadbolt locks will be allowed. _____
15. The heating unit must be properly installed and vented and otherwise in good working order. _____
16. You must have hot and cold running water in the kitchen and bathroom(s). _____
17. There must be a shower or bathtub that is in good working condition. _____
18. There must be a flush toilet that is working and does not leak. _____
19. There must be no plumbing leaks or plugged drains. _____
20. The roof must not leak. _____
21. Stairs and railings, inside and out, must be secure. _____
22. No excessive debris in or around the unit, such as an accumulation of boxes, paper, trash, wood, tires, machine or auto parts, batteries, paint cans, or old appliances. DERELICT VEHICLES MUST BE REMOVED FROM THE PREMISES. _____