

## A helpful guide to prepare the unit for inspection

### Unit must be vacant and ready for move in at initial inspection

**Note:**

1. This check list is not "all inclusive"; its intention is to help owner prepare the unit for inspection and to minimize the number of fail inspections.
2. Inspection is conducted in a counter-clock wise method from main entrance door to determine the numbering of the bedroom location.

Electrical	1	Are all light fixtures, switches and outlets properly working?	
	2	Are all outlets installed and wired properly? (GFCI reset properly?)	
	3	Are all outlets, light switches, junction boxes and breaker boxes properly covered? (no cracked, loose, missing or broken covers)	
	4	Is the breaker box properly covered with no open spaces between breakers?	
	5	Is the main power line at least 10ft from ground level at the weatherhead or at any other point?	
	6	Are all electrical wires properly protected in conduit?	
	7	Is the breaker box inside cover panel present and properly installed (secured)?	
	8	Are all exterior electrical outlets weather protected?	
	9	Are all exterior electrical wires properly shielded?	
HVAC	10	Is there adequate heat in all living spaces? (Electric space heaters are not acceptable)	
	11	Is the air condition properly working? (If no air condition is provided, are there screens on all openable windows?)	
	12	Is there a clean a/c air filter present?	
Bedroom		<i>Minimum requirement:</i>	
	13	Must have at least 2 outlets or 1 outlet and a permanent light fixture	
	14	Must be at least 70sqft in size	
	15	Must have a window leading to the outside	
Bathroom	16	Is the toilet properly secured to the floor with no leaks or gaps?	
	17	Does the toilet flush properly?	
	18	Sink - is there hot and cold running water, proper drainage and no leaks?	
	19	Bathtub/Shower - Is there hot and cold running water, proper drainage and no leaks?	
	20	Is the bathtub surface free of any deterioration? (peeling paint, rusted or broken surfaces)	
	21	Are all bathtub/sink control knobs, faucets and shower head present and properly working?	
	22	Is there proper ventilation in the bathroom? (Mechanical fan or an openable window)	
		<i>Minimum requirement:</i>	
	23	Must have at least 1 working permanent light fixture	
24	Must provide privacy		
Kitchen	25	Sink - is there hot and cold running water, proper drainage and no leaks?	
	26	Are all cabinets properly installed/secured, working and with no exposed nails?	
	27	Must have at least 1 permanent working light fixture and 1 outlet	
Appliances	28	Stove - Is there a hand operated gas shut-off valve? (gas stoves) - Are all burner knobs and oven handle present and properly installed? - Are all burners and oven elements working properly?	
	29	Is the gas stove free of any gas leaks?	
	30	Refrigerator - Is the seal on the refrigerator properly secured, not hanging/coming off?	
	31	Is the refrigerator free of any leaks?	
	32	Does the Refrigerator/freezer cool properly?	
	33	Is the garbage disposal properly working with no leaks and no exposed electrical wires?	
	34	Is the dishwasher properly working/draining with no leaks?	
35	Is the refrigerator, stove and dishwasher properly secured and or stable?		

**Unit must be vacant and ready for move in at initial inspection**

Water Heater	36	Does the hot water heater have a T&P valve with proper overflow pipe?	
	37	Does a gas water heater have a flue pipe and flue collar properly installed?	
	38	Is the gas water heater elevated 18 inches off of the floor? <i>(In garages only)</i>	
	39	Are all cover plates for water heaters properly installed?	
	40	Is the water heater properly shielded/enclosed? <i>(water heaters located in common areas)</i>	
	41	Is the gas water heater closet properly vented?	
Walls	42	Are all walls free of water leaks, large holes, cracks or peeling paint?	
Ceilings	43	Are all ceilings free of water leaks, large holes, cracks or peeling paint?	
Floors	44	Are floors free of tripping hazards from loose / uneven flooring or covering?	
	45	Are floors free of weak spots?	
Other	46	Are all doors properly installed and not deteriorating, coming apart?	
	47	Is the foundation sound?	
	48	Is the roof sound? <i>(No bulging, missing shingles, exposed holes)</i>	
	49	Are all exterior surfaces free of any holes, peeling paint, deteriorated wood or loose bricks/mortar? <i>(Includes storage sheds)</i>	
	50	Do all sinks have a p-trap underneath?	
	51	Is the sewer cap properly installed? <i>(exterior)</i>	
	52	Are all ceiling fans stable with all blades present?	
	53	Is the unit free of any sewer odor, drainage problem or gas leak?	
	54	Are all gutters and downspouts properly installed?	
	55	Is the dryer vent cover present and properly installed?	
Windows	56	Is the garage door properly opening/closing and properly installed on tracks (rails)?	
	57	Are all windows free of cracked, broken or missing glass pane?	
	58	Are all windows accessible from the outside properly locking?	
	59	Are all windows designed to open and close working properly? <i>Does the window stay up when open?</i>	
	60	Are all the windows weather-tight?	
Stairways, Porches	61	Is there at least one window leading to exterior in each Bedroom and Living room?	
	62	Are hand rails present when there are 4 or more consecutive steps and properly secured?	
	63	Are stairs free of any loose, broken or missing steps or risers?	
	64	Is there proper illumination at stairways and hallways?	
Security	65	Are there secure railings on porches, balconies and landings 30" or higher?	
	66	Is there free and clear access to all exits?	
	67	Are all doors leading to exterior solid?	
	68	Are all door leading to exterior properly locking?	
	69	Are all doors leading to exterior weather-tight?	
Health and Safety	70	Do all burglar bars have a quick release lock mechanism or a key present next to the burglar bar at all times for double cylinder key locks?	
	71	Is there a working smoke detector in each bedroom? <i>In Addition:</i> 1. if multiple bedrooms are served by the same corridor, at least one smoke alarm must be installed in the corridor in the immediate vicinity of the bedrooms; and 2. if the dwelling unit has multiple levels, at least one smoke alarm must be located on each level.	
Utilities	72	Is the unit free of any evidence of infestation?	
Lead-Based Paint	73	All utilities (water, electricity and gas where applicable) must be on before the inspection is scheduled.	
	74	A dwelling unit constructed prior to 1978 that is occupied by a family that includes a child under the age of six years must include a visual inspection for defective paint surfaces. <i>Defective paint surfaces is defined as a surface on which the paint is cracking, scaling, chipping, peeling or loose. If defective paint surfaces are found, such surface must be treated.</i>	