



## Be Prepared for your Inspection

*Checklist of common items to have working or repaired prior to all inspections*

Utilities (water, gas, electric) must be turned on  
Unit address signage must be visible  
Check expiration dates on certificates (fire extinguishers, elevators, boilers, etc.)  
Foundation needs to be in sound condition  
Roof is sound with no leaks  
Gutters and downspouts are present, in good repair and draining properly  
Handrails and guardrails are secure and present where required (handrails are required where 4 or more stairs/risers are present)  
All common hallways, walkways, and parking areas shall be free of cracks and tripping hazards  
Lawn is maintained and no debris present; all gate and fencing are in good condition; no overgrown vegetation  
Any broken trees/falling limbs must be removed  
No chipping, peeling, cracking, paint inside or outside of the unit  
Any damage from moisture must be removed and replaced or repaired and disinfected  
All windows and exterior doors shall be weather tight, open/close as designed and have working locks  
Window glass is free of cracks and glazing in good condition (plexiglass is not permitted)  
Window screens are in place and in good condition  
No double-keyed dead bolts are present (they are not permitted); No keyed locks on bedroom doors  
All security bars/windows must have a quick release mechanism  
Working smoke/carbon monoxide detectors in proper locations  
Unit must be free from pest infestation  
All damage from moisture must be removed or repaired and disinfected  
Furnace heats properly; air conditioning cools properly  
Furnace filter in place and clean  
All plumbing is free from leaks and draining properly; all plumbing fixtures must have a working trap  
Bathroom must have either an openable outside window or an exhaust fan  
Working flush toilet that is securely mounted and does not leak  
Working shower or bathtub present  
All water heaters/boilers must have a TPR valve with downward discharge pipe  
Flue vent must continually slope upward to vent properly and be sealed  
Power lines must be free from obstructions and out of reach from the ground, deck, etc.  
All electrical outlets/switches must have cover plates and be in proper working condition  
Electric service panel must have a secure cover and has proper plugs covering any open slots  
GFCI is required for outlets within 6 feet of a water source  
No loose or hanging wiring; all connections in junction boxes and enclosed properly  
All lights, ceiling fans and fixtures in working condition  
Refrigerator must be clean and working properly with a good door seal  
Stove and burners must be clean and working  
Cabinet and draws are secure, in place, and in good condition.  
Bedrooms shall have a separate entrance and at least 70 square feet of floor space and with no less than 7' in any direction  
Floor coverings cannot be torn or have holes that can cause a trip hazard

*Please note this is not an all-inclusive list*