

| <b>A Helpful Guide to Prepare the Unit for Inspection</b>              |   |   |
|--|---|---|
| <b>Unit must be vacant and ready for move in at initial inspection</b> |   |   |
| <b>Note:</b>   | <p>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.</p> <p>2. Inspection is conducted in a counterclockwise method from main entrance door to determine the numbering of the bedroom location.</p> |   |
| 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 10 ft 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 70 sq ft 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 one (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 one (1) permanent working light fixture and one (1) outlet   |
| Appliances   | 28  | Stove - 1. Is there a hand operated gas shut-off valve? (gas stoves)<br>2. Are all burner knobs and oven handle present and properly installed?<br>3. 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?   |

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| 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>Do the windows stay up when open?</i>  |
|   | 60 | Are all the windows weather-tight?   |
| Stairways and Porches   | 61 | Is there at least one window leading to exterior in each Bedroom and Living room?  |
|   | 62 | Are handrails 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 inches 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 have 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?<br><i>In Addition:</i> <ul style="list-style-type: none"> <li>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</li> <li>if the dwelling unit has multiple levels, at least one smoke alarm must be located on each level.</li> </ul> |
|   | 72 | Is the unit free of any evidence of infestation?   |
| Utilities   | 73 | All utilities (water, electricity and gas where applicable) must be on before the inspection is scheduled.   |
| Lead-Based Paint  | 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>               |