

OWNER/TENANT SELF INSPECTION

KITCHEN

REFRIGERATOR

- HANDLE/FOOD BARS SECURE
- GASKET NOT DAMAGED
- COOLING PROPERLY

RANGE

- DRIP PANS NOT DAMAGED
- BROIL/BAKE ELEMENTS WORK
- ALL RANGE BURNERS WORK
- OVEN HANDLE SECURE
- MUST BE ABLE TO READ KNOBS
- GASKET NOT DAMAGED

RANGEHOOD

- LIGHT/FAN MUST WORK
- FILTER SECURED & CLEAN
- NO OPEN ELECTRICAL SPLICES

DISHWASHER

- DOOR LATCHES
- MUST WORK

GARBAGE DISPOSAL

- MUST WORK PROPERLY
- PROPER ELECTRICAL CONNECTION

SINKS

- FAUCET MUST WORK, NO LEAKS
- MUST HAVE STOPPER

CABINET / DRAWERS

- HANDLES/KNOBS SECURE
- NOT LOOSE OR HANGING

LIVING/DINING ROOM

CEILING FAN

- WORKS
- NO EXCESSIVE MOVEMENT

BATHROOM(S)

SHOWER, TUB, SINK, TOILET

- MUST HAVE STOPPER
- MUST DRAIN PROPERLY
- NO BROKEN TILE
- MUST HAVE VENTILATION
- NO FAUCET LEAKS
- NO LOOSE TOILETS

THROUGH-OUT APARTMENT/HOME

- NO PEELING PAINT
- NO BROKEN WINDOWS
- NO TRIP HAZARDS
- SWITCH/OUTLETS WORKING & ELECTRIC PLATE COVERS SECURED & NOT CRACKED
- CLOSET DOORS MUST OPEN AND CLOSE PROPERLY
- NO SIGNS OF ROACHES OR RODENTS
- CARPET CLEAN & NO TEARS
- NO MOLD-LIKE GROWTH
- LIGHT FIXTURES MUST WORK

THROUGH-OUT APARTMENT/HOME Cont'd

- GLOBES IN PLACE & NOT BROKEN
- WINDOW SCREENS-NO HOLES & SECURED PROPERLY
- NO WATER LEAKS
- GFCI OUTLET MUST WORK
- FLUORESCENT LIGHTS WORK
- ELECTRICAL OUTLETS MUST TEST PROPERLY & BE SECURED
- HVAC SYSTEMS MUST BE WORKING PROPERLY
- THERMOSTAT - NOT BROKEN
- NO HOLES IN WALL OR DOORS
- VINYL FLOORING NOT CURLING OR TORN - SECURED PROPERLY
- NO LOOSE DOOR KNOBS
- NO DAMAGED WOOD
- WINDOWS MUST OPERATE PROPERLY WITH ATTACHED LOCKS

SMOKE/CARBON MONOXIDE DETECTORS

- ALL DETECTORS SECURED
- WORKING BATTERY IN SMOKE/CARBON MONOXIDE DETECTORS
- SMOKE DETECTOR IN HALL & EACH SLEEPING AREA/LEVEL
- CARBON MONOXIDE DETECTOR ON EACH LEVEL

WATER HEATER

- MUST HAVE WIRE CONNECTORS
- MUST HAVE PRV DISCHARGE PIPE WITHIN 6" OFF THE FLOOR
- ADJUST TO 120 DEGREES

UTILITIES ALL MUST BE ON!

EXTERIOR

- GRASS CUT/ YARDS FREE OF DEBRIS
- NO PLANTS/TREES TOUCHING THE UNIT OR ROOF
- NO PEELING PAINT
- GUTTERS/DOWNSPOUTS SECURED AND CLEAN
- NO DAMAGED WOOD
- STEPS TREADS (4) OR MORE MUST HAVE HANDRAIL
- OUTSIDE LIGHTS MUST WORK
- NO ABANDONED CARS
- NO HAZARDOUS CONDITIONS

EXTERIOR DOORS

- MUST CLOSE & LOCK
- WEATHER STRIPPING ON ALL OUTSIDE DOORS
- SWEEP IN PLACE WHERE NEEDED
- NO CRACKS OR HOLES
- PROVIDE KEYS FOR ALL LOCKS