ANNUAL APARTMENT INSPECTION CHECKLIST

Apt. # Head of Household:	Complex:		
Entrance Door – Fire Door	Pass	Fail	Notes:
Entrance door latch must catch striker plate	1 433		110123.
Any holes found in door must be filled			
Ensure door knocker/doorbell is secure and working			
Door function must not be impeded by insulation devices or hangers			
Screen door must self-close and screen is intact			
Porch Porch			
Door			
Light with cover			
Water marks or holes			
GFI Outlet			
Porch Light works			
Check porch to ensure each pull cord sets off light			
Hallway Entrance			
Check for water marks/holes on ceiling and/or walls			
No missing or loose cove base			
Closet doors must operate properly			
Check that all lights are working and that covers are without defects			
Kitchen			
Check for water marks/holes on ceiling and/or walls			
No missing or loose cove base			
Check that all lights are working and that covers are without defects			
Check to ensure all burners on stove top work and that oven works			
Make sure grease is not accumulating in stove top drip pans			
No aluminum foil used to cover drip pans on stove top/no foil or			
flammable items stored in oven			
Exhaust fan works/range hood light works/cover and filters are present			
No loose or missing stove knobs/Anti-Tip device installed & engaged			
All upper and lower cabinet doors are secure			
GFI's will test and reset			
Refrigerator and freezer seals are good			
Accessible Unit has kitchen sink drain insulated			
Sink spray attachment works properly			
Living room			
Check for water marks/holes on ceiling and/or walls			
No missing or loose cove base			
Make sure light switches have covers and work properly			
Ensure cover plates are not broken, have no voids or missing screws			
Check light bulbs are covered and working			
Check window for cracks/holes in window screen			
Check window seal is good/opens/closes/locks and is not obstructed			
Check blinds			
Check HVAC and filter, PTAC coils			
Bedroom			
Check for water marks/holes on ceiling and/or walls			
Check for missing or loose cove base			
Make sure light switches have covers and work properly			

	Pass	Fail	Notes:
Check light bulbs are covered and working			
Check receptacles covers not cracked, no voids and no missi	ng screws		
Check window for cracks/holes in window screen			
Check window seal is good/opens/closes/locks and is not ob	structed		
Check that bedroom door latches			
Check that closet doors latch			
Check blinds			
Check door stop			
Bathroom			
Check towel rack			
Check toilet paper holder			
Check light switch/light			
GFI tests and resets			
Check for leaks under sink			
Check that the sink holds water			
Check sink caulking			
Check that the bathtub holds water			
Check that diverter puts water to shower head			
Flush toilet			
Check for cracked floor tile			
Check cove base			
Check for water marks/holes on ceiling and/or walls			
Check that bathroom door latches			
Accessible Unit must have bathroom sink drain insulated			
Check Heater			
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Closets			
Check cove base			
Check water marks/holes on ceiling and/or walls			
Check that light works & has covering without cracks			
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Breaker Box			
Check to ensure that all voids are covered by blanks			
Nothing should be obstructing the door/door latches			
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Smoke Detectors – Test to make sure they are working	g		
Mold and/or Mildew – Check for presence			
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Other Issues:			
Housing Manager's Signature	Tenant Signature		Date
 Date	Tenant Signature		 Date
	. Charle Signature		Date

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