

ANNUAL APARTMENT INSPECTION CHECKLIST

Apt. # _____ **Head of Household:** _____ **Complex:** _____

Entrance Door – Fire Door

Entrance door latch must catch striker plate
 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

Pass	Fail	Notes:

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

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

Check light bulbs are covered and working
 Check receptacles covers not cracked, no voids and no missing screws
 Check window for cracks/holes in window screen
 Check window seal is good/opens/closes/locks and is not obstructed
 Check that bedroom door latches
 Check that closet doors latch
 Check blinds
 Check door stop

Pass	Fail	Notes:

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

Closets

Check cove base
 Check water marks/holes on ceiling and/or walls
 Check that light works & has covering without cracks

Breaker Box

Check to ensure that all voids are covered by blanks
 Nothing should be obstructing the door/door latches

Smoke Detectors – Test to make sure they are working

Mold and/or Mildew – Check for presence

<u>Other Issues:</u>

 Housing Manager's Signature

 Tenant Signature

 Date

 Date

 Tenant Signature

 Date