ANNUAL APARTMENT INSPECTION CHECKLIST

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

Entrance Door – Fire Door	**Pass**	**Fail**	**Notes:**
Entrance door must self close and 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			

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 – Remove and check trap and reinstall insulation			
Sink spray attachment works properly – check trap under sink for rust			

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			
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			

	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 trap for rust			
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 and check water supply line			
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			
Check that light has nothing within ___ inches (as per local Fire Dept.)			
Breaker Box			
Check to ensure that all voids are covered by blanks			
Nothing should be obstructing the door/door latches			
Emergency Pull Cords			
Must be hanging straight down within one inch of floor			
Check panel to ensure each pull cord sets off light			
Smoke Detectors – Test to make sure they are working			
Mold and/or Mildew – Check for presence			
Sprinkler Heads/Escutheons – Check for dirt/paint/cob webs			

Other Issues:

Required Work Order for AR's must include:

- Cleaning of PTAC filters and coils, PTAC drains, trail and sleeve
- Clean refrigerator evaporator pan
- Sprinkler heads and eschuteons
- Clean windows and lubricate all lock mechanisms, and window balances
- Lubricate all door hardware and check for loosing/rusting screws

Housing Manager's Signature

Tenant Signature Date

Date

Tenant Signature Date