

Initial Inspection Checklist

In an effort to help units pass at their initial inspection, Home Forward is providing you with an outline of checklist items to look at prior to your scheduled initial Inspection with us. We have also provided you with a list of the most common fail items in any inspection for additional referral. **NOTE: This checklist is provided as a guide only and does not guarantee a passed inspection.**

1. Living Room: Yes No

- Are there at least two working outlets or one working outlet and one working light fixture?
- Is the room free from electrical hazards?
- Are all windows and doors that are accessible from the outside lockable?
- Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken-out panes?
- Are the ceiling, walls and floor sound and free from hazardous defects (water stains or leaks, holes, peeling plaster, torn carpet, lifted linoleum, splintered hardwood)?
- Are all surfaces either free of cracking, scaling, peeling, chipping, and loose paint or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards? If a dwelling unit was constructed before 1978, and will be occupied by a child under age 6, it must be lead-safe.

Repairs Required, if any: _____

2. Kitchen: Yes No

- Is there at least one working electrical outlet and one working, permanently installed light fixture?
- Is the kitchen free from electrical hazards?
- Are all windows and doors that are accessible from the outside lockable?
- Are all windows free of signs of severe deterioration or missing or broken-out panes?
- Are the ceiling, walls and floor sound and free from hazardous defects (water stains or leaks, holes, peeling plaster, torn carpet, lifted linoleum, splintered hardwood)?
- Are all surfaces either free of cracking, scaling, peeling, chipping, and loose paint or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards? If a dwelling unit was constructed before 1978, and will be occupied by a child under age 6, it must be lead-safe.
- Is there a working oven and a stove (or range) with top burners that all work?
- Is there a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time?
- Is there a kitchen sink that works with hot and cold running water?
- Is there space to store and prepare food?

Repairs Required, if any: _____

3. Bathroom(s): Yes No

- Is there at least one permanently installed light fixture?
- Is the bathroom free from electrical hazards?
- Are all windows that are accessible from the outside lockable?
- Are all windows free of signs of deterioration or missing or broken out panes?
- Are the ceiling, walls and floor sound and free from hazardous defects (water stains or leaks, holes, peeling plaster, torn carpet, lifted linoleum, splintered hardwood)?
- Are all surfaces either free of cracking, scaling, peeling, chipping, and loose paint or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards?
- Is there a working toilet in an enclosed room for exclusive private use of the tenant?
- Is there a working, permanently installed, washbasin with hot and cold running water?

- Is there a working tub or shower with hot and cold running water?
- Is there an operable window(s) or a working ventilation system?

Repairs Required, if any: _____

4. Other Rooms Used for Living: Yes No

Rooms “used for living” are areas of the unit that are walked through or lived in on a regular basis. They include, bedrooms, dining rooms, family rooms, dens, playrooms, TV rooms, halls, corridors, staircases, or additional bathrooms (See number 3 above.)

- Is the room free of electrical hazards?
- Can all windows and doors be locked that are accessible from the outside?
- If the room is used as a bedroom:
 - Are there at least two electrical outlets; or one electrical outlet and one permanently installed light fixture?
 - Is there at least one window that opens and is large enough for legal egress? Are all the windows free of signs of deterioration or missing or broken windowpanes?
 - Is the room size no less than 60 square feet?
 - Is there a door for privacy?
 - Is there a closet designed for the storage of clothing.
 - Is there an adequate heat source, either direct or indirect that can enter easily from an adjacent room?
 - Is there a smoke alarm?
 - Is there a carbon monoxide alarm in each bedroom or within 15 feet of the door (if required)?
- Are the ceiling, walls and floor sound and free from hazardous defects (water stains or leaks, holes, peeling plaster, torn carpet, lifted linoleum, splintered hardwood)?
- Are all surfaces either free of cracking, scaling, peeling, chipping, and loose paint or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards? If a dwelling unit was constructed before 1978, and will be occupied by a child under age 6, it must be lead-safe.
- In units occupied by the hearing-impaired, is there an appropriate flashing alarm system connected to the smoke detector?

Repairs Required, if any: _____

5. All Secondary Rooms (Not Used for Living): Yes No

Secondary rooms not used for living would include but are not limited to: utility room, attached shed, attached closed-in porch, basement, or garage if closed off from the main living area.

- Can all windows and doors accessible from the outside be locked?
- Are all rooms free of electrical hazards?

Repairs Required, if any: _____

6. Building Exterior:

- Is the foundation sound and free of hazards?
- Are all the exterior stairs, rails, and porches sound and free of hazards?
- Are the roof, gutters, and downspouts sound and free of hazards?
- Are exterior surfaces sound and free of hazards?
- Is the chimney sound and free of hazards?
- Are painted surfaces free of defective paint or adequately treated? If a dwelling unit was constructed before 1978, and will be occupied by a child under age 6, it must be lead-safe.
- If the unit is a manufactured home, is it properly placed and tied down?

Repairs Required, if any: _____

7. Heating & Plumbing:

- Is the heating equipment capable of providing adequate heat (either directly or indirectly) to all rooms used for living?
- Is the unit free of unventilated fuel-burning space heaters and other unsafe heating conditions?
- Do the windows allow for adequate ventilation and cooling or is there a working cooling system?
- Is the water heater safely located, equipped and installed?
- Is the unit served by an approved public or private sanitary water supply?
- Is the plumbing free of major leaks or corrosion that causes serious and persistent levels of rust or contamination in the drinking water?
- Is the plumbing connected to an approved public or private disposal system, and is it free of sewer back up?

Repairs Required, if any: _____

8. General Health & Safety:

- Is there at least one smoke detector on each level of the unit and in every room used for sleeping?
- Can the unit be entered without having to go through another unit?
- Is there an alternative fire exit from the building that is not blocked and that meets local and state regulations as an acceptable exit?
- Is the unit free of vermin infestations (ants, mice, rats, cockroaches, etc.)?
- Is the unit free of garbage or debris inside and outside?
- Are there adequate covered facilities for temporary storage and disposal of food wastes?
- Are interior stairs and common halls free of hazards (e.g., inadequate lighting, missing or insecure railings, and loose, broken or missing steps)?
- Do all elevators have a current inspection certificate? Are all elevators working and safe?
- Are the site and immediate neighborhood free of conditions that would seriously and continuously endanger the health or safety of the residents?
- Is the interior free of mold and mildew?
- Is there more than 2 people per sleeping area?

Repairs Required, if any: _____

9. Other Requirements:

Are tenant-supplied utilities separately metered?

Additional Notes: _____
