

## **INSPECTION GUIDE**

### **For Owners/Agents/Residents**

Inspections are based on HUD guidelines for DECENT, SAFE AND SANITARY HOUSING.

**NOTE:** For New or Initial Inspections, unit is to be vacant, ready for occupancy or new resident has occupied unit.

Listed below is a guide for Inspection:

#### **INTERIOR**

1. Check all electrical for proper operation (receptacle covers and globes to be attached).
2. Check all plumbing for proper operation.
3. Check appliances for proper operation.
4. Check doors, cabinets, and vanities for proper operation.
5. Check bathroom exhaust fans for proper operation.
6. Check smoke detectors for proper operation. A smoke detector is required on each floor of the unit.
7. Check unit for cleanliness, including walls, floors, plumbing fixtures, appliances, and HVAC system (clean filters).
8. Water heater must have a temperature and pressure relief valve and relief valve discharge pipe attached.
9. Check windows for proper operation. Windows should be able to be lock (permanent locks), easily open and must remain open using its own hardware.
10. Check stairways for condition of railings and stairs (railings required).

#### **EXTERIOR**

1. Check doors and door locks for proper operation (doors to be water and weather tight).
2. Check siding and trim for rotten wood, worn and peeling paint and areas not painted.
3. Check windows for broken or cracked panes (windows to be water weather tight).
4. Check window screens for installation and proper condition
5. Check roof for proper condition and possible leaks
6. Check sheds for proper condition, rotten wood, worn and peeling paint.
7. Check fences for proper condition.
8. Lawns to be mowed and maintained.