

## **LANDLORD PRE-INSPECTION CHECKLIST:**

***\*Every unit must have at least a Living/Sleeping Room, Kitchen, and Bathroom.***

***\*Smoke Detectors must be present/working inside each Living/Sleeping Area.***

***\*NO vent less heaters allowed (GAS)***

### **1. Living Room:**

- Ceiling in good condition, no cracks, holes, or loose or falling surface materials
- Walls in good condition, no cracks, holes, or loose or falling surface materials
- At least 2 electric outlets or one outlet and a permanent overhead light fixture
- Floor must be in good condition no crack, holes, or warped floors
- Remove all tripping hazards
- All entry doors must be able to shut and lock
- At least one window in each room that opens and locks
- Window must be in good condition, no cracked or broken windows
- No chipping or peeling paint

### **2. Kitchen:**

- Ceiling in good condition, no cracks, holes, or loose or falling surface materials
  - Walls in good condition, no cracks, holes, or loose or falling surface materials
  - At least 1 electric outlets or one outlet and a permanent overhead light fixture
- (Note: any electrical outlet within 36" of water source must be GFI protected)
- Floor must be in good condition no crack, holes, or warped floors
  - Remove all tripping hazards
  - All appliances must be present and in working condition
  - No chipping or peeling paint
  - If there is a window or door, it must be in good working condition
  - Some space to store food
  - Some space to serve food
  - A sink with hot and cold running water and drains properly

### **3. Bathroom:**

- Ceiling in good condition, no cracks, holes, or loose or falling surface materials
- Walls in good condition, no cracks, holes, or loose or falling surface materials
- Floor must be in good condition no cracks, holes, or warped floors
- A window that opens or a working exhaust fan
- A working toilet that can flush
- A tub/shower with hot and cold running water and drains properly
- At least one permanent overhead or wall light fixture (Note: any electrical outlet within 36" of water source must be GFI protected)
- A sink with hot and cold running water and drains properly

### **4. Other Rooms: Include: Bedrooms, Dens, Halls, and Finished Basements or Enclosed Heated Porches**

- Ceiling in good condition, no cracks, holes, or loose or falling surface materials
- Walls in good condition, no cracks, holes, or loose or falling surface materials
- At least 2 electric outlets or one outlet and a permanent overhead light fixture

- Floor must be in good condition no crack, holes, or warped floors
- Remove all tripping hazards
- All doors must be able to shut for privacy
- All bedrooms must have a closet
- At least one window in each room that opens and locks
- Window must be in good condition, no cracked or broken windows
- No chipping or peeling paint

**5. Building Exterior, Plumbing, and Heating:**

- Roof must be in good condition, no leaks
- If gutters and downspouts are present they must be in good condition and securely attached to the building
- Any hand railing must be secure
- Walls in good condition, no cracks, holes, or loose or falling surface materials
- Foundation must be in good condition with no serious cracks, or leaks
- All plumbing must be leak, and rust free and in working condition
- No chipping or peeling paint
- Must have a cooling system that can provide air circulation during warm months
- Must have enough heating equipment so that the unit can be kept warm during cold months
- Water heater must be installed in a safe manner and working

**6. Health and Safety:**

- Unit must have an alternate means of exit in case of fire
- Outside environment must be safe and have no dangerous hazards around
- Unit must be free of any serious air pollution, such as exhaust fumes or sewer gas
- Unit must be free of rodents and vermin (mice and roaches)
- For Manufactured Homes;** proper tie downs must be present

**REMEMBER!**

**P.C.S. POLICY is (2) Failed inspections including deficiencies or no shows could result in moves or cancellations.**