

All items must be adequate and in working condition for Housing Assistance Program (HAP) subsidy approval

The following items must be turned on/in place prior to inspection	
	Gas
	Electric
	Heat
	Water heater
	Appliances furnished by owner/manager
1. Living Room	
	1. Floor covering (carpet/linoleum/tile/wood) free from stains, tears, frays, trip hazards
	2. Door (exterior/interior/storm/screen) in tact; latches & locks securely; no evidence of excess airflow
	3. Windows stay open without assistance; no excess airflow; lock securely; glass/screen in tact
	4. Walls/baseboards free from major holes, chipped/peeling paint, cracks, torn paper, damaged plaster/dry wall
	5. Ceilings free from major holes, chipped/peeling paint, cracks, damaged plaster/dry wall
	6. Electrical outlet/switch covers secure; GFI outlet within 5' of water source; light fixture globes in place
	7. Heat in/nearby room is sufficient; registers have covers/means to adjust airflow
	8. Other (Please describe)
2. Dining Room/Den	
	1. Floor covering (carpet/linoleum/tile/wood) free from stains, tears, frays, trip hazards
	2. Door (exterior/interior/storm/screen) in tact; latches & locks securely; no evidence of excess airflow
	3. Windows stay open without assistance; no excess airflow; lock securely; glass/screen in tact
	4. Walls/baseboards free from major holes, chipped/peeling paint, cracks, torn paper, damaged plaster/dry wall
	5. Ceilings free from major holes, chipped/peeling paint, cracks, damaged plaster/dry wall
	6. Electrical outlet/switch covers secure; GFI outlet within 5' of water source; light fixture globes in place
	7. Heat in/nearby room is sufficient; registers have covers/means to adjust airflow
	8. Other (Please describe)
3. Kitchen	
	1. Floor covering (carpet/linoleum/tile/wood) free from stains, tears, frays, trip hazards
	2. Door (exterior/interior/storm/screen) in tact; latches & locks securely; no evidence of excess airflow
	3. Windows stay open without assistance; no excess airflow; lock securely; glass/screen in tact
	4. Walls/baseboards free from major holes, chipped/peeling paint, cracks, torn paper, damaged plaster/dry wall
	5. Ceilings free from major holes, chipped/peeling paint, cracks, damaged plaster/dry wall
	6. Electrical outlet/switch covers secure; GFI outlet within 5' of water source; light fixture globes in place
	7. Heat in/nearby room is sufficient; registers have covers/means to adjust airflow
	8. Sink has hot/cold water; no evidence of leaks, clogs, slow drain
	9. Stove (tenant/owner; gas/electric) is clean; shelves in place; all knobs present
	10. Refrigerator (tenant/owner) is clean; shelves/drawers in place; sealed; temperature control
	11. Cabinets/countertops have adequate food prep. area/storage; no broken/missing drawers, hardware, shelves
	12. Other (Please describe)

4a.-4b. Bathrooms	
	1. Floor covering (carpet/linoleum/tile/wood) free from stains, tears, frays, trip hazards
	2. Privacy door in tact; latches & locks securely
	3. Windows stay open without assistance; no excess airflow; lock securely; glass/screen in tact; or exhaust fan
	4. Walls/baseboards free from major holes, chipped/peeling paint, cracks, torn paper, damaged plaster/dry wall
	5. Ceilings free from major holes, chipped/peeling paint, cracks, damaged plaster/dry wall
	6. Electrical outlet/switch covers secure; GFI outlet within 5' of water source; light fixture globes in place
	7. Heat in/nearby room is sufficient; registers have covers/means to adjust airflow
	8. Sink has hot/cold water; no evidence of leaks, clogs, slow drain
	9. Tub/Shower has hot/cold water; no evidence of leaks, clogs, slow drain; properly sealed
	10. Toilet has no evidence of leaks, clogs, continuous running
	11. Miscellaneous items (towel bar, paper holder, soap tray, shower rod) in working condition
	12. Other (Please describe)
5a.-5d Bedrooms	
	1. Floor covering (carpet/linoleum/tile/wood) free from stains, tears, frays, trip hazards
	2. Door (exterior/interior/storm/screen) in tact; latches & locks securely; no evidence of excess airflow
	3. Windows stay open without assistance; no excess airflow; lock securely; glass/screen in tact
	4. Walls/baseboards free from major holes, chipped/peeling paint, cracks, torn paper, damaged plaster/dry wall
	5. Ceilings free from major holes, chipped/peeling paint, cracks, damaged plaster/dry wall
	6. Electrical outlet/switch covers secure; GFI outlet within 5' of water source; light fixture globes in place
	7. Heat in/nearby room is sufficient; registers have covers/means to adjust airflow
	8. Other (Please describe)
6. Interior Hall/Stair	
	1. Floor covering (carpet/linoleum/tile/wood) free from stains, tears, frays, trip hazards; no loose/broken steps
	2. Handrail not loose, damaged, missing
	3. Railing (if applicable) not loose, damaged, missing
	4. Walls/baseboards free from major holes, chipped/peeling paint, cracks, torn paper, damaged plaster/dry wall
	5. Ceilings free from major holes, chipped/peeling paint, cracks, damaged plaster/dry wall
	6. Electrical outlet/switch covers secure; GFI outlet within 5' of water source; light fixture globes in place
	7. Other (Please describe)
7. Plumbing	
	1. Water heater (gas/electric) has pressure relief valve, discharge pipe 6" from ground, gas shut off, dirt leg, copper ground wire
	2. Waste/supply lines/floor drain no evidence of leaks, clogs
	3. Other (Please describe)
8. Basement	
	1. Windows lock securely; no excess airflow; free of chipped paint/broken panes
	2. Walls/baseboards free from major holes, chipped/peeling paint, cracks, torn paper, damaged plaster/dry wall
	3. Ceilings free from major holes, chipped/peeling paint, cracks, damaged plaster/dry wall

	4. Electrical outlet/switch covers secure; GFI outlet within 5' of water source; light fixture globes in place
	5. Stairwell has no evidence of loose/broken steps, trip hazards; handrail in place
	6. Heating (gas/electric/oil; FWA/baseboard/boiler/gravity)
	7. Painted surfaces exceeding surface area threshold free from defective paint; treated to prevent lead exposure
	8. Other (Please describe)
9. General Health & Safety	
	1. Tenant has direct access to unit/alternate means of escape in case of emergency
	2. Smoke Detectors located on at least every level, including one outside of sleeping areas & basement
	3. No evidence of roaches, rats, mice or other vermin
	4. No trash, garbage, discarded furniture, vehicles, excess debris
	5. Adequate garbage containers/covers provided, including garbage chutes or dumpsters (4 + units)
	6. Painted interior surfaces accessible to children under 6 free from cracking, scaling, peeling, chipping; or treated to prevent lead exposure
	7. Heat (install/repair/replace/secure; register cover/adjustable air flow/ location of heat source)
	8. Elevator has current certification from state inspector on display; or provided as needed
	9. No presence of unusually high levels of smoke, odor, other elements affecting interior air quality
	10. Other (Please describe)
10. Building Exterior	
	1. No excess peeling/chipping of paint on exterior windows, doorframes, doors, other
	2. Exterior walls free from excess peeling/chipping of paint, loose siding, severe wear, other
	3. No large holes, cracks, trip hazards on walkways, sidewalks, driveways
	4. Front porch stairs, guardrails, handrails secure, in good condition; no trip hazards
	5. Rear/side porch stairs, guardrails, handrails secure, in good condition; no trip hazards
	6. Garage roof, doors, walls in good condition; no excess chipping/peeling; no excess debris
	7. Roof/gutters free from holes, serious damage; gutters/downspouts secure
	8. Chimney free from missing bricks, leaning, structural defects
	9. Foundation free from structural defects, holes, other
	10. Site/neighborhood free from conditions that seriously/continuously endanger the health/safety of residents
	11. Other (Please describe)
11. Required Paperwork	
	1. Copy of Certificate of Code Compliance (or MHRSB Fire Safety Inspection Report where applicable)
	2. Copy of updated verification of liability insurance (must include location, policy effective dates)