

## PRELIMINARY HOUSING INSPECTION CHECK LIST

This preliminary inspection checklist is to be prepared by the owner and prospective tenant. By signing, each acknowledges the pre-move in condition of the unit.

Property Address		Poor	Fair	Good
1	All plumbing is working properly and there are no leaks of toilets, faucets, hot water heaters, tubs, etc.			
2	All owner supplied kitchen appliances (stove, refrigerator, garbage disposal, microwave, etc), if present, are in working order			
3	All hardware, e.g. door knobs, closet hooks, closet rods, door pulls, night locks, door stops, etc are in place and working properly			
4	Windows, glass doors, and screens have no breaks or tears. They all have properly operating locks			
5	Window coverings, e.g. mini-blinds, vertical blinds, or drapes are in proper working condition			
6	All wall surfaces are even (any patch work is properly finished) and have no holes			
7	All painted surfaces, including walls, ceilings, and woodwork are clean. Paint is evenly applied.			
8	Flooring, e.g. linoleum, tile, carpet, etc is secure and clean			
9	All bathroom fixtures (tubs, showers, toilets, sinks and cabinets) are in proper working order			
10	All towel bars, toilet paper holders, wall mounted tooth brush holders and soap dishes are secure			
11	Bathroom tile possesses few or no cracks or flaws			
12	All interior (passage) doors close properly and there is no rubbing caused by warping or loose hinges			
13	Heating units and when present, air conditioning units, are functioning properly			
14	The filter in the furnace is new or clean			
15	All built-in shelves and storage bins are in good working conditions (e.g. hinges secure)			
16	All electrical outlets are working properly. There are at least two outlets or one outlet and a ceiling or wall mounted light fixture in every room			
17	All lighting is functional and fixtures are properly secured			
18	The walls, ceilings, and window casings are free of evidence of water leaks (no stains or wet spots observed)			
19	All exterior (security) doors close properly, there is no rubbing caused by warping or loose hinges, and all have properly functioning locks			
20	Exterior lighting is adequate to properly light the path of travel and provide protection for the residents			
21	Yard and common exterior areas are properly maintained; no dead trees, shrubs, or lawn			
	<b>Prospective Tenant Assessment of Unit:</b>	Poor	Fair	Good
	Family Signature _____ Date _____			
	<b>Owner Assessment of Unit</b>	Poor	Fair	Good
	Owner Signature _____ Date _____			