

-AGENCY LOGO HERE-



## APARTMENT INSPECTION CHECKLIST

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

*Landlord must provide a clean apartment when tenants move in, clean common areas (hallways, stairs, yards, entryways), a well-lit hallway and entryway and properly working plumbing and heating. The following is also required by state & local health, housing and fire codes: repaired and safe stairways, porches, floors, ceilings and walls, good locks on the doors, safe fire exits from the building, two electrical outlets in each room, viewing devices on doors that open to hallway, extermination service if the apartment is infested with rats or bugs and a smoke detector that is in working order.*

Condition: Good, Fair, Poor, Inconclusive	Exterior of Apartment
	Walls
	Paint
	Porch/Stairs
	Doors
	Windows

Condition: Good, Fair, Poor, Inconclusive	Interior of Apartment
	<b>Floors/rugs Condition:</b> Look for serious defects that pose potential structural problems or large cracks or holes which allow significant drafts from below
	<b>Wall Condition:</b> Look for serious defects such that the structural safety of the building is threatened, such as severe buckling, bulging or leaning; large holes, air infiltration
	<b>Windows:</b> Look for windows that no longer have the capacity to keep out the wind and rain or are a cutting hazard ie: missing or broken panes, dangerously loose cracked panes, windows that will not close or open or do not form a tight seal.

Condition: Good, Fair, Poor, Inconclusive	Interior of Apartment
	<b>Security:</b> Look for doors that have properly working locks, windows, that are able to lock or have security devices (bars, locks)

	<b>Paint: (lead?):</b> Look for any paint inside that is chipping, peeling or cracked
	<b>Electricity:</b> Note broken, non-insulated, frayed wiring. Check for improper wiring or frayed wired near water sources. Check light fixtures and wall switches, exposed fuse/electrical boxes
	<b>Ceiling Conditions:</b> Look for structural damage, large dangerous cracks, or holes that allow drafts to enter unit, severe bulging or buckling.

<b>Condition: Good, Fair, Poor, Inconclusive</b>	<b>Kitchen / Bathroom</b>
	<b>Stove/range with oven:</b> Oven and stove must be present and working. If either is missing the landlord should provide prior to move in. Hot plates are not acceptable. If utilities are turned off note here that this check was not complete.
	<b>Refrigerator:</b> Must maintain a temperature that allows food to remain fresh and not spoil over a period of time. Note any defects or major damage to inside or out.
	<b>Sink:</b> Must have a sink in both kitchen and bathroom. A sink is not working unless running hot and cold water from faucets and has a flowing drain. Note any major defects or damage to sink. (check underneath)
	<b>Space for storage/food prep.:</b> Some space must be available for prep of food. If there is no built-in space, a table for food prep and a portable cabinet for storage is okay.
	<b>Bathroom:</b> Check for general condition of room and privacy.
	<b>Toilet:</b> The toilet must be in unit and not shared with other units. Make sure toilet flushes, no leakage on the floor, around base or from tank. Note any large chips, cracks or constant running.
	<b>Fixed wash basin:</b> Must be located in bathroom and show no signs of leakage from the base. Note any large chips, cracks or constant running. Must have hot and cold running water and sufficient drainage.

**Please note any other concerns:**

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\_\_\_\_\_  
*Landlord Signature*

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*Tenant Signature*

\_\_\_\_\_  
*Program Staff Signature*

\_\_\_\_\_  
*Date*