

## TENANT SELF-INSPECTION CHECKLIST

Tenant Name: \_\_\_\_\_

Tenant ID: \_\_\_\_\_

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

Unit Area	Questions to Ask	Yes / No	Repairs Needed
<b>HVAC</b>	Is Gas/Electric/Water on at the time of inspection?		
	Is the heater lit and working safely?		
<b>Water Heater</b>	Is the water heater accessible to the inspector?		
<b>Electricity</b>	Are all outlet covers intact and without cracks?		
	Are all required outlets visible to inspectors?		
<b>Kitchen</b>	Is there a working oven and a stove with burners present*?		
	Are all knobs present? Do all burners on the stovetop ignite?		
	Is a working refrigerator/freezer of adequate size present*?		
	Does the freezer work? Does the refrigerator keep cool enough to prevent food from spoiling?		
	Are walls free of grease?		
	Is stove clean and free of grease?		
<b>Windows</b>	Can all windows that are needed for ventilation, or that lead to a fire escape or provide emergency egress, be opened?		
	Are all windows that open closable, and lockable if they are accessible from the outside (basement, first floor)?		
	Are windows that open accessible and clear of obstruction, i.e. furniture?		
	Is unit free of any cracked, broken or leaky windows?		
<b>Doors</b>	Do all doors have intact trim and no holes?		
	Are all exterior doors accessible and free of obstruction?		
	Are there working deadbolt locks on all exterior doors? Are they single (not double) cylinder locks? Do they open with a key from the outside, and without a key (or other special knowledge, effort or tool) from the inside?		
	Are all interior doors securely hung and openable without the use of a key?		
<b>Interior</b>	Are walls free of air and moisture leaks, large holes and cracks, bulges and loose surface materials?		
	Are ceilings free of air and moisture leaks, large holes and cracks?		
	Are floors free of weak spots, and tripping hazards from loose, missing, torn, uneven or warped flooring or covering?		
<b>Garage</b>	Is the garage, whether attached or detached, accessible and not being used as a living space?		
<b>Pool</b>	Are swimming pools free of algae/debris?		
<b>Health &amp;</b>	Is there a working smoke detector on each level of the unit?		
<b>Safety</b>	Is there a properly placed and working carbon monoxide detector(s) on each level of the unit?		
	Is the unit free of any evidence of rodent, insect or other vermin infestation?		
	Is the unit free from heavy accumulation of garbage and debris – including broken cars and appliances – inside, outside and in common areas?		
	Is unit clean and accessible to inspectors?		
<b>Comments:</b>			

\* Important: An operable stove/range and refrigerator are required under program regulations. Non-compliance will result in immediate cancellation of the Request for Tenancy Approval.

\*\* Unit must be vacant (unless previously occupied by this assisted family!)