### 

### Inspectable Area: Unit Address Page \_\_\_\_ of \_\_\_\_\_

**Property ID / Name: Inspection Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspectable Item** | **Observable Deficiency** | **Y/N** | **H&S(1)** | **COMMENTS** |
| Fencing and Gates | Damaged/Falling/Leaning |  |  |  |
|  | Holes |  |  |  |
|  | Missing Sections |  |  |  |
| Grounds | Erosion/Rutting Areas |  |  |  |
|  | Overgrown/Penetrating Vegetation |  |  |  |
|  | Ponding/Site Drainage |  |  |  |
| Health & Safety | Air Quality - Sewer Odor Detected |  |  |  |
|  | Air Quality - Propane/Natural Gas/Methane Gas Detected |  |  |  |
|  | Electrical Hazards - Exposed Wires/Open Panels |  |  |  |
|  | Electrical Hazards - Water Leaks on/near Electrical Equipment |  |  |  |
|  | Flammable Materials - Improperly Stored |  |  |  |
|  | Garbage and Debris - Outdoors |  |  |  |
|  | Hazards - Other |  |  |  |
|  | Hazards - Sharp Edges |  |  |  |
|  | Hazards - Tripping |  |  |  |
|  | Infestation - Insects |  |  |  |
|  | Infestation - Rats/Mice/Vermin |  |  |  |
| Mailboxes/Project Signs | Mailbox Missing/Damaged |  |  |  |
|  | Signs Damaged |  |  |  |
| Market Appeal | Graffiti |  |  |  |
|  | Litter |  |  |  |
| Parking Lots/Driveways/Roads | Cracks |  |  |  |
|  | Ponding |  |  |  |
|  | Potholes/Loose Material |  |  |  |
|  | Settlement/Heaving |  |  |  |
| Refuse Disposal | Broken/Damaged Enclosure-Inadequate Outside Storage Space |  |  |  |
| Retaining Walls | Damaged/Falling/Leaning |  |  |  |
| Storm Drainage | Damaged/Obstructed |  |  |  |
| Walkways/Steps | Broken/Missing Hand Railing |  |  |  |
|  | Cracks/Settlement/Heaving |  |  |  |
|  | Spalling Concrete (cracked and delaminated) |  |  |  |

### Inspectable Area: Building Exterior Page \_\_\_\_ of \_\_\_\_\_

**Property ID / Name: Inspection Date: \_\_\_\_\_\_\_\_\_\_\_**

**Building No / Name (if applicable):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspectable Item** | **Observable Deficiency** | **Y/N** | **H&S(1)** | **COMMENTS** |
| Doors | Damaged Frames/Threshold/Lintels/Trim |  | NLT |  |
|  | Damaged Hardware/Locks |  |  |  |
|  | Damaged Surface (Holes/Paint/Rusting/Glass) |  |  |  |
|  | Damaged/Missing Screen/Storm/Security Door |  | NLT |  |
|  | Deteriorated/Missing Caulking/Seals |  |  |  |
|  | Missing Door |  |  |  |
| Fire Escapes | Blocked Egress/Ladders |  | LT |  |
|  | Visibly Missing Components |  | LT |  |
| Foundations | Cracks/Gaps |  |  |  |
|  | Spalling/Exposed Rebar |  |  |  |
| Health and Safety | Electrical Hazards - Exposed Wires/Open Panels |  | LT |  |
|  | Electrical Hazards - Water Leaks on/near Electrical Equipment |  | LT |  |
|  | Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable |  | LT |  |
|  | Emergency Fire Exits - Missing Exit Signs |  | NLT |  |
|  | Flammable/Combustible Materials - Improperly Stored |  | NLT |  |
|  | Garbage and Debris - Outdoors |  | NLT |  |
|  | Hazards - Other |  | NLT |  |
|  | Hazards - Sharp Edges |  | NLT |  |
|  | Hazards - Tripping |  | NLT |  |
|  | Infestation - Insects |  | NLT |  |
|  | Infestation - Rats/Mice/Vermin |  | NLT |  |
| Lighting | Broken Fixtures/Bulbs |  |  |  |
| Roofs | Damaged Soffits/Fascia |  |  |  |
|  | Damaged Vents |  |  |  |
|  | Damaged/Clogged Drains |  |  |  |
|  | Damaged/Torn Membrane/Missing Ballast |  |  |  |
|  | Missing/Damaged Components from Downspout/Gutter |  |  |  |
|  | Missing/Damaged Shingles |  |  |  |
|  | Ponding |  |  |  |
| Walls | Cracks/Gaps |  |  |  |
|  | Damaged Chimneys |  | NLT |  |
|  | Missing/Damaged Caulking/Mortar |  |  |  |
|  | Missing Pieces/Holes/Spalling |  |  |  |
|  | Stained/Peeling/Needs Paint |  |  |  |
| Windows | Broken/Missing/Cracked Panes |  | NLT |  |
|  | Damaged Sills/Frames/Lintels/Trim |  |  |  |
|  | Damaged/Missing Screens |  |  |  |
|  | Missing/Deteriorated Caulking/Seals/Glazing Compound |  |  |  |
|  | Peeling/Needs Paint |  |  |  |
|  | Security Bars Prevent Egress |  | LT |  |

**Inspectable Area: Building Systems Page \_\_\_\_ of \_\_\_\_\_**

**Property ID / Name: Inspection Date: Building No / Name (if applicable):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspectable Item** | **Observable Deficiency** | **Y/N** | **H&S(1)** | **COMMENTS** |
| Domestic Water | Leaking Central Water Supply |  |  |  |
|  | Misaligned Chimney/Ventilation System |  |  |  |
|  | Missing Pressure Relief Valve |  |  |  |
|  | Rust/Corrosion on Heater Chimney |  |  |  |
|  | Water Supply Inoperable |  |  |  |
| Electrical System | Blocked Access/Improper Storage |  |  |  |
|  | Burnt Breakers |  |  |  |
|  | Evidence of Leaks/Corrosion |  |  |  |
|  | Frayed Wiring |  |  |  |
|  | Missing Breakers/Fuses |  |  |  |
|  | Missing Covers |  |  |  |
| Elevators | Not Operable |  |  |  |
| Emergency Power | Auxiliary Lighting Inoperable |  |  |  |
|  | Run-Up Records/Documentation Not Available |  |  |  |
| Fire Protection | Missing Sprinkler Head |  |  |  |
|  | Missing/Damaged/Expired Extinguishers |  |  |  |
| Health & Safety | Air Quality - Mold and/or Mildew Observed |  |  |  |
|  | Air Quality - Propane/Natural Gas/Methane Gas Detected |  |  |  |
|  | Air Quality - Sewer Odor Detected |  |  |  |
|  | Electrical Hazards - Exposed Wires/Open Panels |  |  |  |
|  | Electrical Hazards - Water Leaks on/near Electrical Equipment |  |  |  |
|  | Elevator - Tripping |  |  |  |
|  | Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable |  |  |  |
|  | Emergency Fire Exits - Missing Exit Signs |  |  |  |
|  | Flammable Materials - Improperly Stored |  |  |  |
|  | Garbage and Debris - Indoors |  |  |  |
|  | Hazards - Other |  |  |  |
|  | Hazards - Sharp Edges |  |  |  |
|  | Hazards - Tripping |  |  |  |
|  | Infestation - Insects |  |  |  |
|  | Infestation - Rats/Mice/Vermin |  |  |  |
| HVAC | Boiler/Pump Leaks |  |  |  |
|  | Fuel Supply Leaks |  |  |  |
|  | General Rust/Corrosion |  |  |  |
|  | Misaligned Chimney/Ventilation System |  |  |  |
| Roof Exhaust System | Roof Exhaust Fan(s) Inoperable |  |  |  |
| Sanitary System | Broken/Leaking/Clogged Pipes or Drains |  |  |  |
|  | Missing Drain/Cleanout/Manhole Covers |  |  |  |

**Inspectable Area: Individual Unit or Address** **Page \_\_\_\_ of \_\_\_\_\_**

##### Property ID / Name: Inspection Date:

##### Building/Unit Number:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspectable Item** | **Observable Deficiency** | **Y/N** | **H&S(1)** | **COMMENTS** |
| Bathroom | Bathroom Cabinets - Damaged/Missing |  |  |  |
|  | Lavatory Sink - Damaged/Missing |  |  |  |
|  | Plumbing - Clogged Drains |  |  |  |
|  | Plumbing - Leaking Faucet/Pipes |  |  |  |
|  | Shower/Tub - Damaged/Missing |  |  |  |
|  | Ventilation/Exhaust System - Inoperable |  |  |  |
|  | Water Closet/Toilet - Damaged/Clogged/Missing |  |  |  |
| Call-for-Aid | Inoperable |  |  |  |
| Ceiling | Bulging/Buckling |  |  |  |
|  | Holes/Missing Tiles/Panels/Cracks |  |  |  |
|  | Peeling/Needs Paint |  |  |  |
|  | Water Stains/Water Damage/Mold/Mildew |  |  |  |
| Doors | Damaged Frames/Threshold/Lintels/Trim |  |  |  |
|  | Damaged Hardware/Locks |  |  |  |
|  | Damaged/Missing Screen/Storm/Security Door |  |  |  |
|  | Damaged Surface - Holes/Paint/Rusting/Glass |  |  |  |
|  | Deteriorated/Missing Seals (Entry Only) |  |  |  |
|  | Missing Door |  |  |  |
| Electrical System | Blocked Access to Electrical Panel |  |  |  |
|  | Burnt Breakers |  |  |  |
|  | Evidence of Leaks/Corrosion |  |  |  |
|  | Frayed Wiring |  |  |  |
|  | GFI - Inoperable |  |  |  |
|  | Missing Breakers/Fuses |  |  |  |
|  | Missing Covers |  |  |  |
| Floors | Bulging/Buckling |  |  |  |
|  | Floor Covering Damage |  |  |  |
|  | Missing Flooring Tiles |  |  |  |
|  | Peeling/Needs Paint |  |  |  |
|  | Rot/Deteriorated Subfloor |  |  |  |
|  | Water Stains/Water Damage/Mold/Mildew |  |  |  |
| Health & Safety | Air Quality - Mold and/or Mildew Observed |  |  |  |
|  | Air Quality - Sewer Odor Detected |  |  |  |
|  | Air Quality - Propane/Natural Gas/Methane Gas Detected |  |  |  |
|  | Electrical Hazards - Exposed Wires/Open Panels |  |  |  |
|  | Electrical Hazards - Water Leaks on/near Electrical Equipment |  |  |  |
|  | Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable |  |  |  |
|  | Emergency Fire Exits - Missing Exit Signs |  |  |  |
|  | Flammable Materials - Improperly Stored |  |  |  |
|  | Garbage and Debris - Indoors |  |  |  |
|  | Garbage and Debris - Outdoors |  |  |  |
|  | Hazards - Other |  |  |  |
|  | Hazards - Sharp Edges |  |  |  |
|  | Hazards - Tripping |  |  |  |
|  | Infestation - Insects |  |  |  |
|  | Infestation - Rats/Mice/Vermin |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Inspectable Item** | **Observable Deficiency** | **Y/N** | **H&S(1)** | **COMMENTS** |
| Hot Water Heater | Misaligned Chimney/Ventilation System |  |  |  |
|  | Inoperable Unit/Components |  |  |  |
|  | Leaking Valves/Tanks/Pipes |  |  |  |
|  | Pressure Relief Valve Missing |  |  |  |
|  | Rust/Corrosion |  |  |  |
| HVAC System | Convection/Radiant Heat System Covers Missing/Damaged |  |  |  |
|  | Inoperable |  |  |  |
|  | Misaligned Chimney/Ventilation System |  |  |  |
|  | Noisy/Vibrating/Leaking |  |  |  |
|  | Rust/Corrosion |  |  |  |
| Kitchen | Cabinets - Missing/Damaged |  |  |  |
|  | Countertops - Missing/Damaged |  |  |  |
|  | Dishwasher/Garbage Disposal - Inoperable |  |  |  |
|  | Plumbing - Clogged Drains |  |  |  |
|  | Plumbing - Leaking Faucet/Pipes |  |  |  |
|  | Range Hood/Exhaust Fans - Excessive Grease/Inoperable |  |  |  |
|  | Range/Stove - Missing/Damaged/Inoperable |  |  |  |
|  | Refrigerator-Missing/Damaged/Inoperable |  |  |  |
|  | Sink - Damaged/Missing |  |  |  |
| Laundry Area (Room) | Dryer Vent - Missing/Damaged/Inoperable |  |  |  |
| Lighting | Missing/Inoperable Fixture |  |  |  |
| Outlets/Switches | Missing |  |  |  |
|  | Missing/Broken Cover Plates |  |  |  |
| Patio/Porch/Balcony | Baluster/Side Railings Damaged |  |  |  |
| Smoke Detector | Missing/Inoperable |  |  |  |
| Stairs | Broken/Damaged/Missing Steps |  |  |  |
|  | Broken/Missing Hand Railing |  |  |  |
| Walls | Bulging/Buckling |  |  |  |
|  | Damaged |  |  |  |
|  | Damaged/Deteriorated Trim |  |  |  |
|  | Peeling/Needs Paint |  |  |  |
|  | Water Stains/Water Damage/Mold/Mildew |  |  |  |
| Windows | Cracked/Broken/Missing Panes |  |  |  |
|  | Damaged Windowsill |  |  |  |
|  | Missing/Deteriorated Caulking/Seals/Glazing Compound |  |  |  |
|  | Inoperable/Not Lockable |  |  |  |
|  | Peeling/Needs Paint |  |  |  |
|  | Security Bars Prevent Egress |  |  |  |
|  | Noisy/Vibrating/Leaking |  |  |  |  |  |  |
|  | Rust/Corrosion |  |  |  |  |  |  |
| Kitchen | Cabinets - Missing/Damaged |  |  |  |  |  |  |
|  | Countertops - Missing/Damaged |  |  |  |  |  |  |
|  | Dishwasher/Garbage Disposal - Inoperable |  |  |  |  |  |  |
|  | Plumbing - Clogged Drains |  |  |  |  |  |  |
|  | Plumbing - Leaking Faucet/Pipes |  |  |  |  |  |  |
|  | Range Hood/Exhaust Fans - Excessive Grease/Inoperable |  |  |  |  |  |  |
|  | Range/Stove - Missing/Damaged/Inoperable |  |  |  |  |  |  |
|  | Refrigerator-Missing/Damaged/Inoperable |  |  |  |  |  |  |
|  | Sink - Damaged/Missing |  |  |  |  |  |  |
| Laundry Area (Room) | Dryer Vent - Missing/Damaged/Inoperable |  |  |  |  |  |  |
| Lighting | Missing/Inoperable Fixture |  |  |  |  |  |  |
| Outlets/Switches | Missing |  |  |  |  |  |  |
|  | Missing/Broken Cover Plates |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Inspectable Item** | | **Observable Deficiency** | **Y/N** | **H&S(1)** | **COMMENTS** |
| Patio/Porch/Balcony | | Baluster/Side Railings Damaged | |  |  |  |
| Smoke Detector | | Missing/Inoperable | |  |  |  |
| Stairs | | Broken/Damaged/Missing Steps | |  |  |  |
|  | | Broken/Missing Hand Railing | |  |  |  |
| Walls | | Bulging/Buckling | |  |  |  |
|  | | Damaged | |  |  |  |
|  | | Damaged/Deteriorated Trim | |  |  |  |
|  | | Peeling/Needs Paint | |  |  |  |
|  | | Water Stains/Water Damage/Mold/Mildew | |  |  |  |
| Windows | | Cracked/Broken/Missing Panes | |  |  |  |
|  | | Damaged Windowsill | |  |  |  |
|  | | Missing/Deteriorated Caulking/Seals/Glazing Compound | |  |  |  |
|  | | Inoperable/Not Lockable | |  |  |  |
|  | | Peeling/Needs Paint | |  |  |  |
|  | | Security Bars Prevent Egress | |  |  |  |

**Inspectable Area: Common Areas (Multi-Family Projects ONLY)** **Page \_\_\_\_ of \_\_\_\_\_**

**Property ID / Name: Inspection Date: Building Number:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **X** | **Inspectable Item Location** | **Observable Deficiency** | **Y/N** | **H&S(1)** | **COMMENTS** |
|  | Basement/Garage/Carport | Baluster/Side Railings - Damaged |  |  |  |
|  | Closet/Utility/Mechanical | Cabinets - Missing/Damaged |  |  |  |
|  | Community Room | Call for Aid - Inoperable |  |  |  |
|  | Halls/Corridors/Stairs | Ceiling - Bulging/Buckling |  |  |  |
|  | Kitchen | Ceiling - Holes/Missing Tiles/Panels/Cracks |  |  |  |
|  | Laundry Room | Ceiling - Peeling/Needs Paint |  |  |  |
|  | Lobby | Ceiling - Water Stains/Water Damage/Mold/Mildew |  |  |  |
|  | Office | Countertops - Missing/Damaged |  |  |  |
|  | Other Community Spaces | Dishwasher/Garbage Disposal - Inoperable |  |  |  |
|  | Patio/Porch/Balcony  Restrooms/Pool Structures  Storage | Doors - Damaged Frames/Threshold/Lintels/Trim |  |  |  |
|  | Restrooms/Pool Structures | Doors - Damaged Hardware/Locks |  |  |  |
|  | Storage | Doors - Damaged Surface (Holes/Paint/Rust/Glass) |  |  |  |
|  | Other | Doors - Damaged/Missing Screen/Storm/Security Door |  |  |  |
|  |  | Doors - Deteriorated/Missing Seals (Entry Only) |  |  |  |
|  |  | Doors - Missing Door |  |  |  |
|  |  | Dryer Vent -Missing/Damaged/Inoperable |  |  |  |
|  |  | Electrical - Blocked Access to Electrical Panel |  |  |  |
|  |  | Electrical - Burnt Breakers |  |  |  |
|  |  | Electrical - Evidence of Leaks/Corrosion |  |  |  |
|  |  | Electrical - Frayed Wiring |  |  |  |
|  |  | Electrical - Missing Breakers |  |  |  |
|  |  | Electrical - Missing Covers |  |  |  |
|  |  | Floors - Bulging/Buckling |  |  |  |
|  |  | Floors - Floor Covering Damaged |  |  |  |
|  |  | Floors - Missing Floor/Tiles |  |  |  |
|  |  | Floors - Peeling/Needs Paint |  |  |  |
|  |  | Floors - Rot/Deteriorated Subfloor |  |  |  |
|  |  | Floors - Water Stains/Water Damage/Mold/Mildew |  |  |  |
|  |  | GFI - Inoperable |  |  |  |
|  |  | Graffiti |  |  |  |
|  |  | HVAC - Convection/Radiant Heat System Covers Missing/Damaged |  |  |  |
|  |  | HVAC - General Rust/Corrosion |  |  |  |
|  |  | HVAC - Inoperable |  |  |  |
|  |  | HVAC - Misaligned Chimney/Ventilation System |  |  |  |
|  |  | HVAC - Noisy/Vibrating/Leaking |  |  |  |
|  |  | Lavatory Sink - Damaged/Missing |  |  |  |
|  |  | Lighting - Missing/Damaged/Inoperable Fixture |  |  |  |
|  |  | Mailbox - Missing/Damaged |  |  |  |
|  |  | Pedestrian/Wheelchair Ramp |  |  |  |
|  |  | Plumbing - Clogged Drains |  |  |  |
|  |  | Plumbing - Leaking Faucet/Pipes |  |  |  |
|  |  | Range Hood /Exhaust Fans - Excessive Grease/Inoperable |  |  |  |
|  |  | Range/Stove - Missing/Damaged/Inoperable |  |  |  |
|  |  | Refrigerator - Damaged/Inoperable |  |  |  |
|  |  | Restroom Cabinet - Damaged/Missing |  |  |  |
| **X** | **Inspectable Item** | **Observable Deficiency** | **Y/N** | **H&S(1)** | **COMMENTS** |
|  |  | Shower/Tub - Damaged/Missing |  |  |  |
|  |  | Sink - Missing/Damaged |  |  |  |
|  |  | Smoke Detector - Missing/Inoperable |  |  |  |
|  |  | Stairs - Broken/Damaged/Missing Steps |  |  |  |
|  |  | Stairs - Broken/Missing Hand Railing |  |  |  |
|  |  | Ventilation/Exhaust System - Inoperable |  |  |  |
|  | Basement/Garage/Carport | Walls - Bulging/Buckling |  |  |  |
|  | Closet/Utility/Mechanical | Walls - Damaged |  |  |  |
|  | Community Room | Walls - Damaged/Deteriorated Trim |  |  |  |
|  | Halls/Corridors/Stairs | Walls - Peeling/Needs Paint |  |  |  |
|  | Kitchen | Walls - Water Stains/Water Damage/Mold/Mildew |  |  |  |
|  | Laundry Room | Water Closet/Toilet - Damaged/Clogged/Missing |  |  |  |
|  | Lobby | Windows - Cracked/Broken/Missing Panes |  |  |  |
|  | Office | Windows - Damaged Windowsill |  |  |  |
|  | Other Community Spaces | Windows - Inoperable/Not Lockable |  |  |  |
|  | Patio/Porch/Balcony | Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound |  |  |  |
|  |  | Windows - Peeling/Needs Paint |  |  |  |
|  |  | Windows - Security Bars Prevent Egress |  |  |  |
|  | Health & Safety | Air Quality - Mold and/or Mildew Observed |  |  |  |
|  |  | Air Quality - Propane/Natural Gas/Methane Gas Detected |  |  |  |
|  |  | Air Quality - Sewer Odor Detected |  |  |  |
|  |  | Electrical Hazards - Exposed Wires/Open Panels |  |  |  |
|  |  | Electrical Hazards - Water Leaks on/near Electrical Equipment |  |  |  |
|  |  | Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable |  |  |  |
|  |  | Emergency Fire Exits - Missing Exit Signs |  |  |  |
|  |  | Flammable/Combustible Materials - Improperly Stored |  |  |  |
|  |  | Garbage and Debris - Indoors |  |  |  |
|  |  | Garbage and Debris - Outdoors |  |  |  |
|  |  | Hazards - Other |  |  |  |
|  |  | Hazards - Sharp Edges |  |  |  |
|  |  | Hazards - Tripping |  |  |  |
|  |  | Infestation - Insects |  |  |  |
|  |  | Infestation - Rats/Mice/Vermin |  |  |  |
|  | Pools and Related Structures | Fencing - Damaged/Not Intact |  |  |  |
|  |  | Pool - Not Operational |  |  |  |
|  | Trash Collection Areas | Chutes - Damaged/Missing Components |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |