UNIT NUMBER/ADDRESS: _____

SAFETY:

Points of ingress/egress clear?	☐ Yes	☐ No	
Points of egress marked with exit indicators?	☐ Yes	☐ No	
Stairs have safety handrails?	☐ Yes	☐ No	
Fire Extinguishers Missing or expired?	☐ Yes	☐ No	
Lighting in common hallway?	☐ Yes	☐ No	
Elevator with proper inspection certificate?	☐ Yes	☐ No	☐ N/A
Boilers with proper inspection certificate?	☐ Yes	☐ No	☐ N/A
Fire Alarm with proper inspection certificate?	☐ Yes	☐ No	☐ N/A
Sprinkler System with proper inspection certificate?	☐ Yes	☐ No	☐ N/A

UNIT SPECIFIC REVIEW:

DOORS:

Residences have solid entry doors with functioning locks?	☐ Yes	☐ No
Weather stripping around doors leading to exterior of buildings	☐ Yes	☐ No
All bedroom and bathroom have doors with passage handles/locks?	☐ Yes	☐ No

WINDOWS:

All windows free of cracks?	☐ Yes	☐ No
Open/close properly?	☐ Yes	☐ No
Latch?	☐ Yes	☐ No

FIRE SAFETY:

Working smoke detector located in/near bedrooms?	☐ Yes	☐ No
Fire extinguishers missing or expired?	☐ Yes	☐ No

PLUMBING:

Hot water is readily available in restrooms/tubs showers?	☐ Yes	☐ No
All hot water heaters have pressure/temperature relief valves and tube within 18 inches of floor?	☐ Yes	☐ No
Kitchen has hot water?	☐ Yes	☐ No
Toilets operate properly?	☐ Yes	☐ No
Signs of leaks in unit?	☐ Yes	☐ No

ELECTRICAL/GAS:

Unit has an electrical service breaker panel?	☐ Yes	☐ No	
All outlets and light switches are properly connected with no exposed or makeshift wiring and have cover plates?	☐ Yes	☐ No	
Breakers/Fuses operable?	☐ Yes	☐ No	

HVAC:

The furnaces are (SELECT) gas ☐ / electric ☐ with flue properly aligned and installed?	☐ Yes	☐ No	
Disconnect boxes have covers properly installed?	☐ Yes	☐ No	
Thermostats are in working condition?	☐ Yes	☐ No	

OTHER:

Units have functioning kitchen/bathroom cabinets, closets with doors?	☐ Yes	☐ No	
Drywall holes in walls or ceiling?	☐ Yes	☐ No	

APPLIANCES IN WORKING CONDITION

Please indicate if the appliance is included or excluded in the lease agreement. Circle One.

Dishwasher [Included / Excluded]	☐ Yes	☐ No	☐ N/A
Stove [Included / Excluded]	☐ Yes	☐ No	☐ N/A
Garbage Disposal [Included / Excluded]	☐ Yes	☐ No	☐ N/A
Microwave [Included / Excluded]	☐ Yes	☐ No	☐ N/A
Washer [Included / Excluded]	☐ Yes	☐ No	☐ N/A
Dryer [Included / Excluded]	☐ Yes	☐ No	☐ N/A
Refrigerator [Included / Excluded]	☐ Yes	☐ No	☐ N/A
Dryer properly vented	☐ Yes	☐ No	☐ N/A