

Checklist for Inspection of Rental Unit

Date of Inspection: _____

Address of Apartment: _____

Landlord's Name: _____

Landlord's Address: _____

Telephone Number: _____

Make sure all appliances and fixtures are in working order. Also, make notes on the presence of furniture, carpeting, and fixtures and the condition of everything in the rental property. Write down the location and number of marks, burn marks, or other damages. Take photos to document the condition of the property before you move in. Only check 'Yes' if you are certain an item is in good working condition or free from defects. If you are not sure, check 'Unsure.'

Building Exterior:

Checklist Item	Yes	No	Unsure	Comments
Are the foundation and exterior walls sound and free of hazards?				
Are all the exterior stairs, rails, and porches sound and free from hazards?				
Are the roof, gutters, and downspouts sound and free from hazards?				
Is the chimney sound and free from hazards?				
Are all exterior surfaces free of peeling or chipping paint?				
If the unit is a mobile home, is it properly placed and tied down?				

All Rooms:

Checklist Item	Yes	No	Unsure	Comments
Are there at least two working outlets or one working outlet and one working light fixture?				
Is the room free from electrical hazards?				
Can all windows and doors that are accessible from the outside be locked?				
Is there at least one window that opens, and are all windows in good condition with no missing or broken panes?				
Are the ceiling, walls, and floors sound and free from major cracks, holes, or hazardous defects?				
Are all interior surfaces free of peeling or chipping paint?				
Are there working smoke alarms or detectors?				

Bathroom:

Checklist Item	Yes	No	Unsure	Comments
Is there a working toilet in the unit for exclusive private use of the tenant?				
Is there a working tub or shower with hot and cold running water?				
Are there windows that open or a working vent system?				

Kitchen:

Checklist Item	Yes	No	Unsure	Comments
Is there a working oven, and is there a stove (or range) with top burners that is in working condition?				
Is there a refrigerator that works and maintains a temperature cold enough to keep food from spoiling?				
Is there a kitchen sink that works with hot and cold running water?				

Heat, Plumbing, and Electrical:

Checklist Item	Yes	No	Unsure	Comments
Is the heating equipment capable of providing adequate heat to all rooms used for living?				
Is the unit free from fuel-burning space heaters or other types of unsafe heating conditions?				
Does the unit have adequate ventilation?				
Is hot-water heat located, equipped, and installed in a safe manner?				
Is there a safe, sanitary public or private water supply?				
Is the plumbing free of leaks?				
Is the plumbing connected to an approved public or private disposal system, and is it free from sewer backup?				
Is the electrical system free of hazards (e.g., improper wiring, seriously inadequate service, etc.)?				

General Health and Safety:

Checklist Item	Yes	No	Unsure	Comments
Does the unit have at least one smoke detector or alarm in working condition on each level of the living area?				
Can the unit be entered without having to go through another unit?				
Is there an acceptable fire exit? Is it accessible?				
Is the unit free of rats, mice, roaches, etc.?				
Is the unit free of garbage or debris?				
Are the stairs and common halls free of hazards caused by loose steps, lack of handrails, poor lighting or other hazards?				
Is the site and immediate neighborhood free of dangerous conditions?				

Signature of Tenant: _____ Date: _____

Signature of Landlord: _____ Date: _____

NOTE: Landlord is not required to sign this checklist.