

Move- In Inspection Requirements

A GUIDE FOR PROPERTY OWNERS AND TENANTS

Some general standards for conducting an initial (move-in) inspection:

- The unit must be empty/vacant
 - No inspection shall take place until previous tenant has completely vacated property. If previous tenant and/or their belongings are in the unit at the time of the first inspection, this will be considered a failed first inspection
- If unit is occupied by the Housing Choice Voucher (HCV) tenant occupying the unit, the tenant is responsible for all failed items other than normal wear and tear
- Utilities must be turned on in the landlord's name for inspection to be completed if HCV tenant is not currently in the unit
- Utilities found off at time of initial inspection shall be a failed first inspection. Unit must pass second inspection, if it fails second inspection, it cannot be considered for HCV program for another 30 days
- If six or more **serious** violations (**to be determined by inspector**) are found during the first inspection, the inspection shall be halted and considered a failed first inspection.
 - No report shall be issued. The unit must pass the second inspection or it cannot be considered for the HCV program for another 30 days. Units must be move-in ready before landlord requests a move-in inspection





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Checklist

The following are guidelines for preparing a unit for move-ins and passing the initial inspection. The inspection is not limited to these guidelines:

MAJOR AREAS OF UNIT	ITEMS	DONE ✓	NOTES
UNIT & GROUNDS CONDITION	No major chipping or peeling paint on interior and exterior of the unit		Exterior and interior walls must be in good condition- no holes
	The bathroom must have an operating window or an electric ventilation fan vented to the outside.		The bathroom door is not required to have a locking device but if one is there, it must operate
	Exterior surfaces and foundations to be in sound condition to prevent moisture leakage and rodent infestation into unit		
	All windows shall operate as intended, shall be weatherproof, and air tight. Windows designed to have storms and screens shall be in place prior to the inspection and be in good condition		A paid receipt to replace missing/damage storm windows and screens shall be acceptable and provided to inspector prior to unit passing inspection
	All windows on the ground level or accessible from a fire escape, decks or stairs shall be lockable. All other windows designed to lock shall lock		
	There shall be no missing, broken, or cracked windows. Glazing shall be in good repair		Windows shall stay up using their own hardware
	Double keyed locks are not permitted on exterior doors. Peep holes are required on the main door if there is no lockable security door or nearby window. There shall be a dead bolt installed on all exterior doors		Sliding glass doors and sliding windows are permitted to be secured with a stick. Bedroom doors cannot be locked from the outside.
	All doors shall open and latch easily and have no large holes. Exterior doors shall be weatherproofed so as to not allow outside air in		
	Outside lighting in required on the exterior doors		
	Garage doors shall be able to be secured.		If there is an automatic opener in place, it shall operate correctly
	There shall be two means of egress from the building/unit.		This can be a full sized egress window or another exterior door
	Smoke detectors are required on all levels and in all bedrooms		
	Carbon Monoxide (CO) detectors are required on all sleeping levels		If there are gas appliances, an attached garage, or a working fireplace
	There shall be no roof leaks and gutters and downspouts shall be clean and operate correctly		
	Stairs and railings must be secure. The balusters cannot be more than 6 inches wide		Railings 34 to 38in of the ground are required on 4 or more risers. Railings 36 inches off the ground are required on steps and decks more than 30in off the ground.
	The unit must be free from animal and insect infestation		
	There must a hard surface walkway to the unit, which is free of trip hazards.		Grounds shall remain free from hazards
	The unit must be clean and free of trash on the interior and exterior		
Fireplaces not to be used shall be boarded up so that they cannot be put to use.		If allowed to be used, it must be professionally inspected and cleaned prior to the inspection and every year thereafter	

UNIT & GROUNDS CONDITION CONT.	Living Rooms shall be at least 120 square feet and every bedroom shall be a minimum of 70 sq. ft.		Ceilings shall not less than 7 feet
	Detached garages, fences and walls shall be maintained structurally sound and in good repair		
	Addresses shall be visible from the road with numbers no less than 4 inches high and half an inch wide		
	Common hallways shall be lit at all times or allow natural light into the hallway. There shall be a smoke detector on each level. Fire extinguishers shall conform to local fire code requirements Exterior doors to the common hallway shall open and latch easily and correctly and be weatherproof.		The common hall light cannot be controlled from the hallway. It must be either on a timer, light sensor, controlled from within the unit or permanently on.
ELECTRICAL	There must be a permanently installed safe working heating system with a clean filter installed. The unit must maintain a temperature of 68 degrees F during winter months measured 3 feet from floor level.		A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment
	Units shall be served by a three wire 120/240 volt, single phase electrical service having a rating of no less than 60 amperes. All light bulbs must be in place. Three prong, grounded type outlets shall not be substituted for ungrounded outlets unless (1) a ground is connected to the outlet, or (2) a Ground Fault Circuit Interrupter (GFCI) protects the outlet.		There shall be no electrical hazards associated with this service including but not limited to open ports, broken/missing light switch and outlet covers, large gaps in circuit breaker boxes exposing wiring and overloaded circuits.
	Every habitable space in a unit shall contain at least two remote receptacle outlets. Every laundry shall contain at least one grounded-type receptacle or a receptacle with a GFCI.		Every bathroom shall contain at least one receptacle. Any new bathroom receptacle shall have a GFCI
	Hard wired smoke detectors interconnected to the outside hallway, stairwell, and 1st floor are required in basement bedrooms with windows too small or too high to egress		
	Electrical outlets & light switches shall be in place and not cracked or broken		
	Circuit breaker boxes shall be accessible		
	All Ground Fault Circuit Breakers (GFCIs) shall operate correctly		
PLUMBING	Hot & cold running water in kitchen and bathroom(s)		
	The shower or bathtub must be working including diverter		
	There must be a flush toilet that works, is securely mounted & does not leak		
	There must be no plumbing leaks in the unit		
	There must be no plugged or slow drains		
	All plumbing fixtures are required to have P-traps		To prevent sewer gas from leaking into the unit
The hot water heater shall be correctly sized for the family, shall have a TPR valve with downward discharge piping of galvanized steel, copper or approved PVC piping.		This piping can be no more than 18 inches off the ground	
INTERIOR	Cabinets and drawers must be secure, in place, and in good condition		
	Refrigerator must be clean, all drawers in place, in good working order with a good seal, and appropriate size for tenant and family		
	Stove must be clean, in working order, and have a tip over bracket installed if necessary		
	Floor covering must be clean and free from trip hazards.		
	Carpet badly stained or badly worn shall be replaced within one year of tenant move in date.		
	All landlord installed appliances (window a/c, dishwasher, garbage disposal, microwave, washing machine, dryers, water purifier, automatic garage door opener etc) shall operate correctly or be removed prior to the inspection.		If these appliances fail, they cannot be removed without permission from the tenant