

## LANDLORD CHECK LIST

If you are a Landlord and participating in the Housing Choice Program, the following criteria are provided as a checklist in determining if the property is ready for inspection.

### Good Curb Appeal

- The property must be free of garbage and debris
- Have grass covering
- Be free of overgrown vegetation
- Have limited soil erosion
- Be free of graffiti
- Have no abandoned cars
- Have fencing that is in good repair

### Building Exterior

- Roof, gutters, fascia, and foundation wall must all be structurally sound and weather tight
- Walls must be free of peeling paint
- Windows must be functioning properly; weather tight and lockable
- All window/doors must open, close and lock with ease
- All units whether or not they have been provided air conditioning units or evaporative coolers by the landlord are required to have screens on exterior windows designed to open
- Guardrails for porches must be in accordance with building codes
- Handrails for steps of 4 or more must be in accordance with building codes

- Foundation must be weather tight to prevent rodent/animal access

### Systems (Apartment, Building or House)

- All utilities must be ON and operating safely
- Water heater and heating system must be properly installed and operating
- Plumbing must be properly installed, leak-free and vented with adequate water flow

### Dwelling Unit

- Walls and doors must be clean, painted; and free from holes, peeling, chipping or loose paint
- Unit must be free of trash and debris
- Appliances must be clean and operable
- Bedroom size (8'x10') and closet space must be in accordance with local building codes
- Electrical outlets, switches and light fixtures must meet local building codes
- Bathroom doors must have functioning locks
- Doors must be installed where required throughout the unit and must open, close and lock with ease
- Smoke alarms and carbon monoxide detectors must be installed on each level and be operational
- Carpet and/or rugs must be clean and free of stains and tears
- Exiting (egress) windows and doors must be operable and must not be blocked, nailed shut or any other condition that might prevent exiting.

- Building must also have properly marked and acceptable fire exits
- Security bars-if provide must be a properly installed break-away system, no key locks

### Health and Safety Precautions

- Air quality (no mold, mildew; smell of propane/natural/methane gas, sewer odor)
- Electrical hazards (no exposed or loose wires, open panels/faceplates, or water leaks on or near electrical equipment)
- Emergency/Fire exits (no blocked, unusable or missing exit signs)
- Flammable materials (ensure they are properly stored)
- Garbage and debris (no accumulation of garbage and debris exceeding the capacity of the storage area)
- Other hazards (no defects or hazards that pose a risk of bodily injury (i.e. dangerous sheds/storage buildings), have sharp edges or cause tripping)
- Infestation (no insects, rats/mice/vermin)
- Ventilation (vents in kitchen, and washer/dryer area must work properly)