

PRE-INSPECTION CHECKLIST

Request for Tenancy Approval (RFTA)

To ensure that the unit passes inspection, the items listed below must be in working order prior to the Housing Quality Standards (HQS) Inspection. If the unit does not pass inspection, there will be a delay in the new contract approval process. (Please note that this is not an inclusive list but some of the most common reasons units fail inspection.)

- Unit must be move-in ready. Previous tenant has moved out and the unit is clean and free of garbage, inside and outside. All of the owner's personal belongings, if any, have been removed.
- All utilities must be on. (Gas, Electricity & Water)
- Smoke detectors must be present and in operable condition on each level of the home, including the basement. If tenant is hearing impaired, flashing smoke detectors must be installed and operable on each level of the home.
- Carbon monoxide detectors must be present and in operable condition and shall be centrally located outside of each separate sleeping area in the immediate vicinity of the bedrooms.
- All windows accessible from the outside are lockable.
- Heating unit provides adequate heating to all living areas.
- Electrical outlets are working and three-pronged outlets are either grounded or have working GFCI (Ground Fault Circuit Interrupter) protection. (See page 5 for example)
- All electrical outlets and light switches have intact, unbroken cover plates.
- The stove, oven, refrigerator, microwave and dishwasher are operable. If the tenant-provided refrigerator or stove is not available at the time of the inspection, it must be verified as "working" prior to the tenant moving into the unit. Stove must have readable control knobs.
- Plumbing leaks have been repaired.
- Water heater needs to have a TPR (Temperature Pressure Relief) valve with a discharge pipe composed of rigid material directed to the floor.