

INSPECTION TIPS FOR NEW UNITS

These are some things to pay attention to when preparing for a new unit inspection.

1. **HANDRAILS:** The rule of thumb for handrails is if you have to step up 4 times or more to reach where you are going it requires a hand rail.
2. **SMOKE DETECTORS:** required to have 1 smoke detector on each level and they must work properly.
3. **FLOORS:** All floor coverings must be in good repair and secured to the floor, and secured at all thresholds.
4. **DOORS:** All entry and exit doors must be able to be locked and securable. All exterior doors must be weather tight.
5. **ELECTRICAL:** All outlets and switches must work properly and have covers. The main service panel must have no open blanks and a proper cover. Any wire splices must be in an approved junction box and covered.
6. **WATER HEATER:** Must have a TPR (thermal and pressure relief) valve and discharge line to within 12 inches from the floor or to vent outside.
7. **WINDOWS:** No Broken windows and locks.
8. **PAINT:** If the house is pre 1978 and the tenant has children under the age of 6 be aware of peeling, cracking and chalking deteriorated paint surfaces.
9. **HEAT SYSTEMS:** All heating systems must operate properly. Each bedroom and living room at least must have a permanent heat source.
10. **BATHROOMS:** Make sure all sinks work hot and cold, drains must drain properly and the toilet must be securely fastened to the floor. Properly caulked tub to surround. Proper ventilation is required a powered fan or operable window is acceptable.
11. **BEDROOMS:** Must be at least 8X10. Have a permanent direct heat source. Finished floors, Walls, and ceilings are required and any window that is designed to open must open and lock. 1 outlet and a fixed light or 2 outlets.
12. **KITCHEN:** Make sure the stove and fridge operate properly, food prep area is adequate and the sink works properly both hot and cold and drains properly with no leaks
13. Make sure the unit is MOVE IN READY AND THE POWER IS ON.
14. **Tenants should already be approved for the unit by the landlord/manager prior to the RFTA (Request for Tenancy Approval) being filled out and an inspection scheduled.**

Following these guidelines will help in speeding up the passage of your new unit on the first inspection.

This is only a list of the most common fail items and should not be considered a complete list of items or areas inspected. Following these guidelines does not ensure the unit will pass on the first inspection, although it may assist in the process.