

## OCCUPANCY INSPECTION CHECKLIST

### EXTERIOR PROPERTY:

- Grass/weeds are cut
- Any accessory structures (sheds, detached garages) are structurally sound; Electrical wiring is in good shape (no fraying, connections in junction boxes w/ covers, GFCI outlets where required)
- House numbers on front of structure, minimum of 4 inches in height, visible from the street
- Structural members (porches, decks) are structurally sound
- Foundation walls have no serious cracks or deterioration
- Roof and guttering in good repair; No more than two layers of shingles on roof
- Handrails for any set of steps of 3 or more
- Guard rails for porches if required
- Doors in good repair, and lockable

### INTERIOR PROPERTY:

- General sanitation (no peeling paint, general cleanliness)
- General structural soundness (no rotting/deterioration of floors, walls, etc.)
- No standing water in basements; No serious cracks in foundation walls
- Stairs have handrails
- Lighting in hallways and stairways
- Bathroom ventilation
- Access and egress from sleeping rooms (exit path is adequate in case of fire)
- Windows open and stay open on their own (no props)
- No overcrowding (if bedrooms are shared, must have a minimum of 50 square feet of floor space for each occupant)
- Appliances, furnaces, and hot water heaters are functioning and maintained properly (proper ventilation, installation, etc.)
- General electrical (no missing cover plates for outlets, light switches, or junction boxes; locking nuts for conductors exiting fuse/breaker box; Wires properly concealed or in conduit; GFCI protection where required – 6 feet from any water source, kitchen countertop outlets, bathrooms)
- Proper number and location of smoke detectors (at least one on every level including attic, must have 1 smoke detector within 15 ft. of all sleeping areas)
- Proper location of carbon monoxide alarm (must have 1 smoke detector within 15 ft. of all sleeping areas if gas appliances are present, 1 required if garage is attached even if all appliances are electric)