**Inspection Checklist – Apartment Unit**

**□ Move In Report**

**□ Move Out Report**

**□ Annual Report**

Housing Provider: Address: Unit #: Occupant’s Name: Move In Date: Move Out Date: Annual Report Date:

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| **Hallway/Vestibule** | **Ok** | **List all Deficiencies or Comments** |
| Ceiling/wall finishes & trimwork |  |  |
| Flooring |  |  |
| Electrical switches & outlets |  |  |
| Light fixtures |  |  |
| Closet doors, hardware, rod & shelf |  |  |
| Smoke detector |  |  |

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| **Kitchen** |  |  |
| Ceiling/wall finishes & trimwork |  |  |
| Flooring |  |  |
| Electrical switches & outlets |  |  |
| Light fixtures |  |  |
| Range hood & filter |  |  |
| Cabinets |  |  |
| Counter tops |  |  |
| Sink & strainer |  |  |
| Faucet |  |  |
| Stove |  |  |
| Refrigerator |  |  |
| Heating system |  |  |

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| **Livingroom/Diningroom** |  |  |
| Ceiling/wall finishes & trimwork |  |  |
| Flooring |  |  |
| Electrical switches & outlets |  |  |
| Light fixtures |  |  |
| Windows, hardware, glazing, insect screens & weatherstripping |  |  |
| Heating system |  |  |

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| **Washroom** | **Ok** | **List all Deficiencies or Comments** |
| Ceiling/wall finishes & trimwork |  |  |
| Flooring |  |  |
| Electrical switches & GFCI outlet |  |  |
| Light fixtures |  |  |
| Exhaust fan |  |  |
| Vanity & counter top |  |  |
| Basin & mechanical waste/stopper |  |  |
| Basin faucet |  |  |
| Mirror/medicine cabinet |  |  |
| Toilet & shut-off valve |  |  |
| Bathtub, & mechanical waste/stopper |  |  |
| Tub faucet, tub filler & shower head |  |  |
| Ceramic tile/tub surround |  |  |
| Shower curtain rod |  |  |
| Grab bars |  |  |
| Towel bar |  |  |
| Toilet paper dispenser |  |  |
| Soap dish & tooth brush holder |  |  |
| Entrance door & hardware |  |  |
| Heating system |  |  |

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| **Bedroom #1** |  |  |
| Ceiling/wall finishes & trimwork |  |  |
| Flooring |  |  |
| Electrical switches & outlets |  |  |
| Light fixtures |  |  |
| Closet doors, hardware, rod & shelf |  |  |
| Entrance door & hardware |  |  |
| Windows, hardware, glazing, insect screens & weatherstripping |  |  |
| Heating system |  |  |

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| **Bedroom #2** |  |  |
| Ceiling/wall finishes & trimwork |  |  |
| Flooring |  |  |
| Electrical switches & outlets |  |  |
| Light fixtures |  |  |
| Closet doors, hardware, rod & shelf |  |  |
| Entrance door & hardware |  |  |
| Windows, hardware, glazing, insect screens & weatherstripping |  |  |
| Heating system |  |  |

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| **Bedroom #3** | **Ok** | **List all Deficiencies or Comments** |
| Ceiling/wall finishes & trimwork |  |  |
| Flooring |  |  |
| Electrical switches & outlets |  |  |
| Light fixtures |  |  |
| Closet doors, hardware, rod & shelf |  |  |
| Entrance door & hardware |  |  |
| Windows, hardware, glazing, insect screens & weatherstripping |  |  |
| Heating system |  |  |

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| **Bedroom #4** |  |  |
| Ceiling/wall finishes & trimwork |  |  |
| Flooring |  |  |
| Electrical switches & outlets |  |  |
| Light fixtures |  |  |
| Closet doors, hardware, rod & shelf |  |  |
| Entrance door & hardware |  |  |
| Windows, hardware, glazing, insect screens & weatherstripping |  |  |
| Heating system |  |  |

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| **General** |  |  |
| Unit entrance doors & hardware |  |  |
| Balcony/patio door, hardware,weatherstripping, glazing & insect screen |  |  |
| Exterior light fixture |  |  |
| Exterior GFCI outlet |  |  |
| Intercom |  |  |
| Fuse/breaker panel |  |  |

Inspected By: Date:

Occupant: Signature:

Occupant: Signature: