

# Habitability Checklist

Resident Name (s) \_\_\_\_\_

Rental Unit Street Address: \_\_\_\_\_ Apartment # \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Please mark each statement as A for approved or D for deficient.

- \_\_\_\_\_ **1. Structure and materials:** The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
- \_\_\_\_\_ **2. Access:** The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
- \_\_\_\_\_ **3. Space and Security:** Each resident must be afforded adequate space and security for themselves and their belongings. An acceptable place to sleep must be provided for each resident.
- \_\_\_\_\_ **4. Interior air quality:** Every room or space must be provided with natural or mechanical ventilation.
- \_\_\_\_\_ **5. Water Supply:** There must be adequate, clean water supply available.
- \_\_\_\_\_ **6. Sanitary facilities:** Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
- \_\_\_\_\_ **7. Thermal environment:** The housing must have adequate heating and/or cooling facilities in proper operating condition.
- \_\_\_\_\_ **8. Illumination and electricity:** The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
- \_\_\_\_\_ **9. Food preparation and refuse disposal:** All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
- \_\_\_\_\_ **10. Sanitary Conditions:** The housing and any equipment must be maintained in sanitary condition.
- \_\_\_\_\_ **11. Lead-based paint:** If the structure was built prior to 1978, and a child under the age of six or a pregnant woman will reside in the property, and the property has a defective paint surface inside or outside the structure, the property cannot be approved until the defective surface is appropriately treated. Defective paint surface means: applicable surface on which paint is cracking, scaling, chipping, peeling or loose.\*
- \_\_\_\_\_ **12. Fire safety:** (i) Each unit must include at least one battery-operated or hard-

wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.

(ii) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

\*Lead Paint -Note the following to assist in determining if unit can be approved or is deficient:

Building built/rehabbed before 1978?	Yes	No
Children under 6 present	Yes	No
Pregnant woman present	Yes	No

Recurring Maintenance Access

All areas of yard accessible for lawn maintenance	Yes	No
Dog(s) in fenced yard prohibiting lawn maintenance?	Yes	No

I have evaluated the property located at the address below to the best of my ability and find the following:

The property meets all of the above standards	Yes	No
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Comments:

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**RESIDENT**

I hereby represent and warrant that I am the current resident of this Rental Unit as identified above. I have thoroughly reviewed the above findings of this habitability inspection and fully agree with all findings. I further represent and warrant that there are no habitability repairs needed as of this date.

Resident's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please List any other repair issues that are NOT habitability repairs:**

*The following items must be bid separately!*

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- **YOU ARE APPROVED TO MAKE REPAIRS TO SMOKES AND CARBON MONOXIDE DETECTORS IF DEFICIENT – YOU MUST HAVE A ROOM SHOT OF THE BEDROOM/HALLWAY “BEFORE” SHOWING A SMOKE DETECTOR IS NOT PRESENT, A “PACKAGING” PHOTO SHOWING THE ITEM IS NEW, AND AN “AFTER” ROOM PHOTO SHOWING THE REPAIR MADE - - NO CLOSE UPS OF WALLS!**
- **SMOKES \*\*\*SHOULD BE 1 PER BEDROOM, 1 IN HALLWAY OUTSIDE BEDROOMS, IF 2 STORY – 1 PER LEVEL CARBON MONOXIDE DETECTORS: IF REQUIRED BY YOUR STATE – 1 PER OCCUPIED LEVEL, OUTSIDE SLEEPING AREAS AND POSITIONED OUT OF REACH OF CHILDREN (JUST LIKE A SMOKE DETECTOR)**
- Please return pages 1 – 3 to Cyprexx upon completion of the inspection w/in the required timeline.

**\*\*Is there a POOL at the property (please circle): NO YES: IN GROUND / ABOVE GROUND**

**\*\*Is the LAWN HOA Maintained (please circle): NO YES**

**\*\*TYPE of Property(please circle): Single \* Condo \* Townhome w/ lawn \* Duplex  
Other:**

## **HABITABILITY INSPECTION WORKSHEET –**

The following items are considered habitability issues – look for these items during your inspection...check off as you go so to confirm you looked into these areas. As a general contractor you should know your local and state requirements for code violations – use this tool to assist you with potential habitability issues.

Please ask if you have any questions!

### ***Structure and Materials:***

- Decks/porches/steps – are they safe i.e. trip hazards, loose railings, missing or rotted boards
- Exterior siding – loose wires, missing siding/soffits
- Roof – visible signs of leaking (interior)
- Foundation vents (if available) should be covered to prevent insect/rat access

### ***Access:***

- Clear access/egress (2 exits) for emergency purposes. If only one exit, alternative method for fire safety purposes must be available.

### ***Space and Security:***

- All exterior doors should be solid core with working handset and deadbolt (double keyed entry locks obstruct the required emergency egress)
- In high crime areas, fencing / gates in suitable repair
- Broken windows / windows and locks must be in working order
- Security bars must be have working foot release
- Bedroom and bathroom doors must provide privacy
- Garage doors – in safe and secure working order

### ***Interior air quality:***

- Every operable window must have screen to provide cross ventilation and prevent insect entry
- Ventilation fans in bathroom or kitchen (to prevent dampness) if no window available

### ***Water supply:***

- Adequate water pressure
- Faucets – should not be leaking (including supply and drain lines).
- Plumbing should be to code

### ***Sanitary Facilities:***

- Hot water heater working properly, strapped where required, no leaks
- Plumbing fixtures need to be undamaged / sealed
- Caulking in all wet areas should be intact (positive seal) at contact point with walls and floors

### ***Thermal environment:***

- All properties should have source of heating and working thermostat
- HVAC issues need to be reported (not always considered habitability issue, but client must be informed)

### ***Illumination and electricity:***

- All switches and outlets should be in working order, covers should not be broken
- All lights should be in working order and have globes.
- Any loose wiring needs to be addressed.
- GFI's are required in any wet area (kitchen, bathroom, laundry room)
- Breaker/fuse box should be in good repair
- Outlets should be grounded.

### ***Food preparation and refuse disposal:***

- Stove/oven must be functioning
- If garbage disposer exists, must be functioning

### ***Sanitary Conditions:***

- Plaster / Drywall should be finished in a smooth and sanitary condition (no holes or peeling paint)
- Flooring should not be a trip hazard (holes, frayed, rippled); in addition, sub-structure (sub-floor and joists) should be solid and undamaged.

***Lead-based Paint:***

- If the structure was built prior to 1978, **and** a child under the age of six or a pregnant woman will reside in the property, **and** the property has a defective paint surface inside or outside the structure, the property cannot be approved until the defective surface is appropriately treated. Defective paint surface means: applicable surface on which paint is cracking, scaling, chipping, peeling or loose.

***Fire Safety:***

- Smoke Detectors on each occupied level of the unit
- Carbon Monoxide Detectors where required