

PROPERTY OWNER'S CHECKLIST

- ❑ **Structure in good repair:** walls, ceilings, floors, porches, railings and balusters, handrails (required on most stairs), steps, roof, gutters and drains (if provided), foundation, outbuildings, fences.
- ❑ **Appliance in good repair:** stove, refrigerator (if provided), water heater (capable of heating water to 110-130 degrees F°), furnace/heater (filters clean).
- ❑ **Plumbing in good repair:** pipes, faucet washers, etc.
- ❑ **Utilities provided:** potable water, electricity and gas (if applicable) must be included in the rent unless separately metered.
- ❑ **Electrical wiring in good repair:** face plates on all outlets and switches.
- ❑ **Exterior door:** weather tight, working loc, exit unobstructed, exterior lighted.
- ❑ **Screen/Storm doors:** glass and screen in good repair, self-closing device installed.
- ❑ **Windows:** must be weather tight, have no cracked or missing panes. If designed to be opened, must open and close with ease, have working lock and a screen in good repair.
- ❑ **Ventilations:** bathrooms must have a window which opens, or mechanical ventilation.
- ❑ **General sanitation:** kitchen and bathroom floors, sinks, toilets, bathtubs and shower stalls must be free of defects and easy to clean. Structure must be free of chronic dampness. Septic system in good repair. No rodents or insects.
- ❑ **Garbage and rubbish:** container and pickup/disposal must be provided if there are 3 or more units, or id rental agreement is for 90 days or less.
- ❑ **Smoke detectors:** must be provided on all habitable floors, in basement, and in a crawl space containing utilities.
- ❑ **Carbon monoxide alarms:** must be provided on all levels of a home or dwelling unit including habitable portions of basements and attics.
- ❑ **Lead paint and asbestos:** information will be provided upon request.