

HOW TO PREPARE FOR THE HOUSING INSPECTION

Please review these simple steps you can take to prepare for your annual unit inspection. As you review the list, conduct a walk-through inspection of your unit. If you encounter any maintenance problems, contact your landlord immediately so that they can be corrected before the inspector arrives. We want to avoid any delays in approving your unit, and we want to avoid any interruptions to the housing assistance payments. With your help, we can do it.

1. Make sure that you or another adult family member are home during the scheduled inspection time.
2. Ensure that your unit and the common areas are in a clean and sanitary condition.
3. Test your smoke detector 48 hours prior to the inspection to make sure it works properly. If the smoke detector does not work, replace the battery or notify your landlord right away.
4. Make sure that your stovetop and oven are free of grease and food residue.
5. Ensure that your toilet(s) flush properly and are secured to the flooring.
6. Check air filters and make sure they are present.
7. Make sure that walkways and all rooms are clear of tripping hazards.
8. Make sure that there are light bulbs in all light sockets.
9. Make sure that all doors and closets within the unit open and close properly so that all rooms and closets are accessible. Sliding doors must be properly seated on their tracks.
10. If your unit has a dishwasher, make sure to drain any standing water prior to the inspection.
11. Make sure that any cracked or broken windows have been replaced before the inspection, and that all windows open, close and lock properly. Please remove any items sitting on window sills.

Thank you in advance for your cooperation in preparing for the annual inspection. If you have any questions pertaining to your unit, your housing inspector will be happy to answer them. We appreciate the opportunity to serve you.