

This form is a courtesy provided to owners and residents for use in preparing for initial or yearly inspections. The following list will help identify the most common items that arise during inspections. There may be additional consideration at the time of the inspection.

COMMONLY MISSED ITEMS	
Problem Areas	Specific Problems
Air Infiltration	Around exterior doors, windows, holes in walls
Appliances	Refrigerator not working properly - MUST be present Stove dirty and/ burners, oven not working properly – MUST be present
Bathroom Ventilation	Non-operable window or non working exhaust fan
Deteriorated Paint	Peeling, flaking, chipping, cracking, chalking
Electrical	Loose or broken - lights, ceiling fans, outlets, switches, cover plates Wiring - loose and hanging Missing or damaged light bulbs Electrical service panel - loose cover, blanks in breaker box
Exterior	Yards must be maintained and groomed Steps that have 4 or more risers must have handrail Porches that are 30 inches or higher must have railing Fences must be stable, free of protruding nails and broken boards Fencing required around the perimeter of drained pools
Exterior Doors	Must close and lock properly - NO double dead bolts allowed
Flooring	Must not have torn carpets or linoleum Must not have any exposed nail strip Carpets must be sanitary
Furnace/AC	Not heating or cooling properly Missing or dirty air filter
Mold like substance	Check ceilings, walls, windows, tub and toilets
Owner Items	No owner items on the property, ie. Cars, RV's tools, etc
Pest Infestation	Roaches, Fleas, Mice, Rats, Bed Bugs
Plumbing	Leaking faucets, sinks, tubs, showers, dishwashers, running toilets Loose toilets, sinks / broken pipes and/or fixtures Slow draining or clogged drains
Smoke Detectors	Not present or not working. Must be present on all levels including basement
Utilities	PG&E and Water, Garbage and Sewer - Services must be on No shared meters accepted UNLESS owner pays all utilities
Water Heaters	No hot water to sinks, lavatories, tubs or showers Discharge line missing / not less than 12 inches from the floor Must have pressure relief valve
Windows	Do not lock. Must open and close properly All windows must be free of defects, cracked or broken panes