

OCCUPANCY CHECKLIST

(Please note the list is not all inclusive. There may be other items that required repair, replacement or removal)

- The property street number address must be posted and visible from the street with four 4 inch numbers, contrasting to the background.
- All sidewalks and walking surfaces need to be free of hazardous and/or tripping hazards.
- All garbage cans must be leakproof with tight fitting lids.
- All exterior property and premises shall be maintained in a clean, safe and sanitary condition.
- The exterior walls must be free of holes, breaks, loose/rotting boards and peeling paint.
- Roofs must be structurally sound and watertight, with properly attached gutters and downspouts so water is discharged without affecting neighboring property.
- Chimneys, decks, stairs and porches must be structurally sound and in good repair.
- All dead bolts must have a thumb latch on entrance/exit doors.
- All bathrooms must be vented by a window or fan discharging directly to the outside.
- Interior drywall must be in good repair, properly taped and painted or covered with other approved materials.
- All interior surfaces, including ceilings, walls, floors, windows and doors, shall be maintained in good, clean and sanitary condition.
- Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered.
- Cracked/loose plaster or drywall, decayed wood and other defective surface conditions shall be corrected.
- A Smoke detector on each floor, one in each bedroom and one outside bedroom areas.
- Carbon Monoxide detectors outside bedroom areas and in the vicinity of fossil fuel appliances.
- The opening from the garage to the residence shall be equipped with a 1-3/8" solid wood, 1-3/8" honeycomb steel or 20 minute fire-rated door.
- Ground Fault Circuit Interrupter outlets shall be installed at all exterior locations and all interior locations that are within six (6) feet of a water source.
- No exposed electric wires, uncovered outlet, or switch boxes.
- Foundation walls must be in good repair, free from open cracks and able to support the loads placed upon them.
- Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches above the floor or grade below shall have guardrails. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guardrails shall not be less than 30 inches high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface with a 4 inch maximum opening.
- Every handrail and guardrail shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
- Windows and door openings must be weather tight and windows must have screens.
- Furnaces must be in good repair, properly wired with a shut off and properly vented. Gas furnaces must be equipped with a gas shut-off valve. Must vent with a positive angle out.
- Water heaters must be properly vented and equipped with a pressure relief valve connected and extending to within six inches of the floor.
- Water heaters must be equipped with a water and gas/electric shut-offs.
- Buildings should be free from insect infestation.
- Rental properties require a fire extinguisher to be mounted in each kitchen area.

SIGNATURE OF PROPERTY BUYER:

Sign: _____ Date: _____

Print: _____ Phone: _____