Pre-Inspection Checklist

We want you to succeed in your upcoming inspection! Below is a list of suggested things you can do to ensure your inspection goes as smoothly as possible. If you have any questions, please contact the Property Manager or Resident Service Coordinator.

Kitchen

* Clean off countertops
* Clean sink, wash dishes and put away
* Clean out refrigerator: take out any expired or rotten food and wipe down all shelves and exterior
* Food is stored properly in cupboards and refrigerator (not on the floor or the balcony)
* Wipe down stove; no foil on drip pans
* Clean backsplash behind stove
* Clean oven if dirty; no storage in oven
* Wipe down kitchen table
* Sweep and mop floor

Bathroom

* Clean off countertop and sink
* Clean toilet
* Sweep and mop floor
* Clean bathtub/shower

Bedroom/Living Room

* Vacuum carpet
* General tidying up (clothes put away, things picked up off the floor)

General

* All doors can open and close completely
* 3 foot wide path throughout apartment
* Nothing stacked over 3 feet tall or in an unstable way
* Take out garbage and recycling
* No liquid bleach or flammable materials
* All furniture and items are at least 12 inches from heaters
* No storage on balcony (patio furniture and plants are ok)
* Emergency pull cords are accessible and hanging within 6 inches of the floor
* No extension cords allowed (surge protectors are ok)
* Nothing stored or hung within 12 inches of any sprinkler head (be sure to check in your closet too)
* Nothing blocking the electrical breaker box

Maintenance

* Submit work orders for:
  + Damaged light switch or outlet covers
  + Damaged or missing blinds
  + Lights not working
  + Closet doors damaged or off track
  + Smoke detector not working
  + Broken appliances (refrigerator, stove, oven)
  + Plumbing problems or leaks (sinks, toilet, balcony drainage)
  + Any pest infestations (bed bugs, cockroaches, moths)
  + Other repairs needed