

**DELAWARE COUNTY HOUSING AUTHORITY  
INSPECTION DEPARTMENT  
NEW LEASE AND ANNUAL INSPECTION CHECK LIST**

**ACCESS TO RENTAL UNIT**

Are there FOUR or more steps to enter unit? If so, is there a steady handrail?  
Is the walkway free of all tripping hazards?  
Is there adequate security to rental unit?  
Are there Double Key Entry locks? If so they must be replaced with latch key lock.  
Is there an outside deck or patio 30" from the ground? If so, is there a handrail?  
Is the front lawn level to the sidewalk? If raised and 30" from ground is there a fence around the front lawn?  
Rain gutters and downspouts free of deterioration?  
Is the House structurally stable?  
Roof structurally sound and weather tight?  
House structure in need of brick pointing?  
Concrete sidewalks level?  
Outside of house free of debris and grass mowed?

**GENERAL REQUIREMENTS**

Do you have a current Certificate of Occupancy from the Township or Borough?  
Are all smoke detectors operating and tested.  
**ELECTRIC, WATER AND GAS (if applicable) TURNED ON TO THE UNIT?**  
Is the unit clean and orderly?  
Are the walls clean throughout the house?  
Are there any tripping hazards throughout the house?  
Is there any evidence of infestation?  
Area all ceilings and walls throughout the unit free of chipping, peeling or flaking wallpaper or paint?  
Are there doors to entrances of all bedrooms?  
Are all windows (regardless of location) free of cracks and defects, including ability to stay open without the use of a stick, etc., and close properly?  
Are all windows located on first floor lockable?  
Are all second floor windows with access to climb onto roof lockable?  
Do third floor bedrooms have fire escape ladders?  
Are there four or more steps in the interior of the unit? If so, is there a steady handrail?  
Do all doors entering the home have adequate weather-stripping? (No light should shine through sides of doors)  
Is the extension to the hot water heater 6" from the floor?  
Do all outlets work properly, have covers and secured to the wall?  
All three prong Electrical outlets must be grounded, if they are not grounded you must ground them or replace them with 2 prong outlets.

All electrical outlets near water must have GFI outlets.

Does the Living Room, Kitchen and all bedrooms have either two outlets or one outlet and one overhead light?

Windows that have screens, are they free of defects?

## **KITCHEN**

Are all four burners on the stove operable and have appropriate knobs?

Does the oven work properly? Is the oven clean?

Does the oven door have a handle and does the door close tightly?

Is there hot and cold running water? Are there any signs of leaks under the kitchen sink?

Is there any signs of leaking pipes?

Is there adequate space to store and prepare food?

Is there a Refrigerator?

Are the kitchen walls and ceilings CLEAN AND FREE OF GREASE

Is there a kitchen exhaust fan? If so is it free of grease and working properly?

Kitchen floor tiles free of tripping hazards?

Is there a permanently installed light fixture and one outlet?

Is the outlet within 6' of water? If so, is there a GFI installed?

Is the ceiling free of severe bulging or holes or cracking?

Does the ceiling have ceiling tiles? If so are any ceiling tiles missing or badly stained

Are the walls free of severe buckling, bulging or leaning?

## **BATHROOM**

Is there hot and cold running water? Are there signs of leaks under the sink or around the toilet?

Are there leaking pipes?

Is there a bathroom Vanity and if so is it free of defects? Cabinet base in good condition, no peeling paint.

Does the toilet flush properly?

Is there a cover over the toilet tank?

Is the toilet secured to the floor?

Is there a working ventilation system or a window or window/skylight that can be opened?

Is there a skylight? If so is there a SCREEN IN THE SKYLIGHT to avoid infestation?

Is there a permanently installed light fixture?

Is there a door to the bathroom providing privacy?

## **BEDROOMS**

Are there two outlets, or one outlet and one permanently installed light fixture?

Do you have a permanently installed light fixture? Does it have the designated globe attached?

Are the smoke detectors working?

Is the bedroom window free of missing or broken panes?

Is the window free of chipping or peeling paint?  
Does the window open and close freely?

## **BASEMENT**

Proper Maintenance for Heater  
Fuel tank vented  
Shut off valve located at base of the oil tank  
Flue pipe and collar tightly fit  
Discharge pipe on hot water heater  
Walls in basement free of chipping concrete and/or paint

## **ELECTRICAL HAZARDS**

Are there any Electrical hazards such as?

Broken or frayed electrical wires  
Exposed or bare metal or copper wires  
Loose or improper wire connection to an outlet  
Outlet not grounded  
Light fixture hanging from an electric wire or cord  
Exposed or cracked switch and /or outlet cover plate  
Outlet covers missing  
Heater Covers chipping/peeling paint  
Overloaded circuits  
Exposed fuse box connector or connections  
Electrical cords which run under rugs or other floor coverings  
Screws missing on Fuse/Circuit breaker box  
Circuit Breaker Box must close properly  
Circuit Breaker Box must be free of Open spaces (must be covered)  
Illegal use of extension cord, fire hazard  
Illegal use of extension cord on Air Conditioner or Portable Heater

## **EXTERIOR OF HOUSE**

Downspouts working properly  
Downspouts free of chipping paint  
Trim around house free of chipping/peeling paint  
Bricks with holes or missing concrete must be pointed  
Backyards must be free of debris  
Backyards and Front Yards must be free of holes  
Remove all vegetation growing on the exterior walls of house  
Front and back yards must be free of holes, glass, bricks

Finally, if all above are good and you have no deficiencies and you can answer yes to the next questions, then your house or apartment is ready for a Delaware County Housing Authority Inspector.....

**WOULD YOU BE WILLING TO LIVE IN THIS PROPERTY IN THE  
CONDITION THAT IT IS IN?**

11.14.11