

Inspection Process

The following is an explanation of what an inspection is, why it's happening, and how to prepare for it.

Why is my home being inspected?

Your home is inspected to make sure you are living in a safe and healthy environment. You are not being singled out, it is a routine inspection to check for health or safety issues and to make sure all features of your home are working correctly. The inspection is also to verify that the property is being properly managed and maintained. The goal of the inspection is to improve your quality of housing, which improves your quality of life!

Your home may be inspected multiple times during your tenancy. Thanks in advance for your cooperation during inspections.

How do I know if my home is being inspected?

You will receive a notice from your landlord/property manager that an inspection is coming up. The inspector will arrive on that date and will inspect a sample of the units at the property. Your unit may or may not end up being inspected.

How do I prepare for an inspection?

During the inspection, you may either stay in your unit or leave. If you choose to stay home, you can't interfere with the inspection. The inspector will not record any personal information, vandalize, or steal your possessions. If you have animals, secure them so they will not harm the inspector or run out of the exits during the inspection. You don't have to clean your home, but your unit will fail the inspection if stacked possessions are blocking entrances and exits.

What if my unit fails an inspection?

Don't worry! Your landlord/property manager will receive a report from the inspector. If repairs are required, maintenance will make the necessary repairs and handle communication with the inspector. If your unit does not pass because of an issue that is

your responsibility as a tenant (such as housekeeping issues), your landlord/property manager will give you instructions on what needs to be done and work with you on how to manage it. If a second inspection is needed to confirm the unit is now safe, you will be notified of the date of that inspection.

When should I make a maintenance request?

Regular maintenance is important for your health and safety. This includes maintenance for appliances, electrical systems, plumbing, and other features in your home. Let your landlord/property manager know if there is an issue as soon as you notice it. Do not let any features of your home get worse before notifying your property manager. Keep a record of your maintenance requests. Notify maintenance if you see signs of infestation or mold.

To report a maintenance issue, please contact _____.

Common Issues

Here are a few common issues found during inspections and tips on how you can help your unit stay safe and pass an inspection.

- **Smoke alarms:** Smoke alarms are required to be in certain places in your unit and must always be in working order. Do not remove, move, cover, or tamper with smoke alarms. Do not remove batteries from smoke alarms.
- **Carbon monoxide detectors:** Your unit may or may not be required to have carbon monoxide detectors. If you do not have these detectors, don't worry - not every unit is required to have them. If carbon monoxide detectors are in your unit, do not remove, move, cover, or tamper with the detectors. Do not remove batteries from the detectors.
- **Egress:** Your unit must have safe, unblocked routes for exit during an emergency. Do not stack items in front of or block any doorways in your unit.
- **Infestation:** Help prevent pests and infestation in your unit by following these tips:
 - Take out your trash regularly
 - Do not leave food sitting out
 - Store food in airtight containers
 - Quickly clean up any spilled food or drinks
 - Wipe down kitchen counters and stovetops after preparing food
 - Reduce clutter in your unit
 - Report early signs of infestation to your landlord/property manager