

INSPECTION CHECKLIST

(02/19)

Please have the following information available at the time of the inspection:

1. A copy of the resident notice: ☐ Yes ☐ No
2. A unit listing, per building, that shows the unit numbers, number of bedrooms in each unit, and whether or not the unit is occupied. (Note: A rent roll is typically adequate for this need.) ☐ Yes ☐ No
3. A copy of the Marketing Plan for this project. ☐ Yes ☐ No
4. A copy of your Resident Selection Policy. ☐ Yes ☐ No
5. A copy of the last fire extinguisher inspection. ☐ Yes ☐ No
6. If you have the units set-aside under the Housing for Homeless election, Option A or B, please provide copies of the following:

Option A: A current copy of the agreement with the Qualified Non-Profit (QNP) that provides the supportive services. If this is different from the original QNP, you will need to supply a copy of the IRS determination of 501 (c) (3) status, Articles of Incorporation (which must have as one of its exempt purposes the “fostering of low-income housing”) and a complete copy of the Bylaws.

Option B: A copy of the comprehensive service plan that includes an assessment and identification of the service needs of the targeted population and a specific strategy for service delivery and a copy of the detailed funding strategy (annual budget, funding sources and cycles, and letters of intent from each service provider and funding source).

Check the appropriate box below for applicable paperwork that is current. Please have copies that I can keep for my records. The following is a checklist of areas that are included.

CERTIFICATE	YES	NO	N/A	CERTIFICATION DATE
Boilers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Alarm Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Led Based Paint Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sprinkler Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Generator Test Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Explanation of Inspection Requirements:

The inspection will include a check of operating certificates on equipment and systems. *These certificates and paperwork need to be verified at the time and date of the scheduled inspection and the property manager is responsible for providing them at that time. No other paperwork will be accepted to satisfy the needs of this requirement.* Your compliance staff will need to visually verify these certificates and paperwork. A copy of the Resident Notification used to notify all of your residents are also needed for our records.

Boilers:

Only applies if there are water boilers on site for the purpose of providing hot water for consumption or heating purposes. They need to have current operating certificates providing by appropriate authorities.

Elevators:

Only applies if there are elevators on site. They need to have current operating certificates provided by appropriate authorities.

Fire Alarm Systems:

Only applies if there is a centralized fire alarm system on site. Inspection or maintenance paperwork is performed on this system within the past 12 months by a local fire authority or alarm company. This does NOT pertain to units' individual smoke detectors.

Lead-Based Paint Study:

Only applies if the property was built/rehabbed/renovated prior to or during 1978, and has children residents. A 'yes' will be entered only if paperwork is provided that shows that a study was performed to determine the presence of lead-based paint in the property and that it has been mediated as determined by U.S. Department of EPA protocols. A 'no' will be entered if that is not provided. The 'N/A' applies only if the property does not have any children residents or was built after 1978.

Sprinkler Systems:

Only applies if there is a centralized sprinkler system on site. Inspection or maintenance paperwork recently performed on this system within the past 12 months by a local fire authority or sprinkler company. This may be combined with the fire alarm systems paperwork in some buildings.

Generator Test Records:

Only applies if there is an emergency electric power source on the property. Our inspection criteria will require us to visually verify run-up records. 'No Defect' will be entered if current records documenting regular start up times, performance, and maintenance are provided. A 'major' defect will be noted if run-up records within past 12 months are not available, but old records demonstrate proper use in the recent past. A 'severe' defect will be noted if no records are available at all.

Resident Notification:

The property manager will need to individually notify each resident of the upcoming inspection at least 48 hours prior to the scheduled inspection. This is the only document of which a copy is required to be provided to your inspector.

Unit Selection:

A random sampling of 20% of the total units in the project will be selected for inspection.