

Inspection Checklist – Apartment Unit

 Move In Report

 Move Out Report

 Annual Report

Housing Provider: _____

Address: _____ Unit #: _____

Occupant's Name: _____

Move In Date: _____ Move Out Date: _____

Annual Report Date: _____

Hallway/Vestibule	Ok	List all Deficiencies or Comments
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Closet doors, hardware, rod & shelf		
Smoke detector		

Kitchen	Ok	List all Deficiencies or Comments
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Range hood & filter		
Cabinets		
Counter tops		
Sink & strainer		
Faucet		
Stove		
Refrigerator		
Heating system		

Livingroom/Diningroom	Ok	List all Deficiencies or Comments
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Windows, hardware, glazing, insect screens & weatherstripping		
Heating system		

Washroom	Ok	List all Deficiencies or Comments
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & GFCI outlet		
Light fixtures		
Exhaust fan		
Vanity & counter top		
Basin & mechanical waste/stopper		
Basin faucet		
Mirror/medicine cabinet		
Toilet & shut-off valve		
Bathtub, & mechanical waste/stopper		
Tub faucet, tub filler & shower head		
Ceramic tile/tub surround		
Shower curtain rod		
Grab bars		
Towel bar		
Toilet paper dispenser		
Soap dish & tooth brush holder		
Entrance door & hardware		
Heating system		

Bedroom #1		
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Closet doors, hardware, rod & shelf		
Entrance door & hardware		
Windows, hardware, glazing, insect screens & weatherstripping		
Heating system		

Bedroom #2		
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Closet doors, hardware, rod & shelf		
Entrance door & hardware		
Windows, hardware, glazing, insect screens & weatherstripping		
Heating system		

Bedroom #3	Ok	List all Deficiencies or Comments
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Closet doors, hardware, rod & shelf		
Entrance door & hardware		
Windows, hardware, glazing, insect screens & weatherstripping		
Heating system		

Bedroom #4		
Ceiling/wall finishes & trimwork		
Flooring		
Electrical switches & outlets		
Light fixtures		
Closet doors, hardware, rod & shelf		
Entrance door & hardware		
Windows, hardware, glazing, insect screens & weatherstripping		
Heating system		

General		
Unit entrance doors & hardware		
Balcony/patio door, hardware, weatherstripping, glazing & insect screen		
Exterior light fixture		
Exterior GFCI outlet		
Intercom		
Fuse/breaker panel		

Inspected By: _____ **Date:** _____

Occupant: _____ **Signature:** _____

Occupant: _____ **Signature:** _____