



Request for Tenancy Approval (RFTA)

PRE-INSPECTION CHECKLIST

To ensure that the unit passes inspection, the items listed below that must be in working order prior to the Housing Quality Standards (HQS) Inspection. If the unit that does not pass inspection, there will be a delay in the new contract approval process.

- All utilities must be on (gas, electricity and water).
- Unit is vacant, free of debris (interior/exterior), and all of the owners' personal belongings have been removed.
- Smoke detectors must be operable on each level of the home, including the basement.
- Unit must be move-in ready.
- All windows accessible from the outside are lockable.
- Heating unit provides adequate heating to all rooms used for living.
- Electrical outlets are working and three-pronged outlets are either grounded or have working GFCI (Ground Fault Circuit Interrupter) protection.
- All electrical outlets and light switches have cover plates.
- The stove, oven, refrigerator*, microwave & dishwasher are operable. (Stove must have readable control knobs.)
- Plumbing leaks have been repaired.

*If the tenant-provided refrigerator or stove is not available at the time of the inspection, it must be verified as "working" prior to the tenant moving into the unit.