

Residential Occupancy Checklist

General Appearance:

- _____ Driveway and sidewalk areas: No severe cracking, unevenness or displacement of material.
- _____ Siding material, soffit and fascia secure.
- _____ Proper drainage. Gutters and downspouts in place and secure. No daylighting directly onto adjoining property.
- _____ Roofing material secure and in serviceable condition.
- _____ Property free from junk and rubbish. Grass/weeds maintained. No obvious signs of rodent infestation.
- _____ Retaining walls and fencing secure and in safe condition.
- _____ House number visible as per Ordinance Standards. Minimum 3 inch on structure or minimum 1 inch on mailbox.

Structural:

- _____ Chimney in good external condition. Proper vent at top. Venting for high efficiency HVAC properly terminated.
- _____ Foundation free from severe structural cracking or displacement. No holes, all mechanical intrusions properly sealed.
- _____ Porches and decks. Support structures sound, no rotting of wood or insect infestation. Steps, handrails and railings sound and secure and located as required. Decking sound, no missing or excessively warped or lifted boards. Check visible hardware and fasteners for excessive corrosion and/or damage.
- _____ Windows and doors should be operational (when applicable) with no broken glass panes.
- _____ Exterior electrical service drop properly secured and in serviceable condition. Intrusion into structure properly sealed.
- _____ Exterior electrical: no exposed wires or open boxes(work, switch etc...) All lamp sockets contain bulbs.
- _____ Gas meter: line intrusion into structure properly sealed. No smell of gas at meter area.

Assessory Structures:

- _____ All assessory structures in safe and sound condition. In compliance with local zoning when applicable.
- _____ Swimming pools should be maintained. In ground pools must be fenced with a self-closing lockable gate. Above ground either fenced or equipped with a removable or foldable ladder that is stored in an upright position when not in use.
- _____ Electrical apurtenences located in the pool area must be ground fault protected.

Interior Structure:

- _____ Smoke detectors shall be located in all sleeping areas in addition to one per floor level.
- _____ Any electrical receptacle located within 6 feet of a water source shall be GFI protected.
- _____ At minimum one operational bathroom with functioning toilet, lavatory and bath facilities with hot and cold running water.
- _____ Functioning kitchen area with hot and cold running water.
- _____ Operational furnace.
- _____ House electrical system must be in serviceable condition. All switch plates, covers and fixtures in place. Breaker box cover panel in place with no open breaker slots.
- _____ Interior must be structurally sound. Wall and ceiling finishes intact. All sleeping areas must have an operational window.
- _____ If structure has an integral garage proper fire separation must be maintained.
- _____ Must have a fully functional sanitary sewage system.

The above list is for reference only and may not be fully inclusive of all items considered and viewed during a residential occupancy inspection.