



209 Madison Street, Frederick MD 21701 • (301) 662-8173 / FAX (301) 663-1464



## **Initial Move-in Inspection Check-List**

**ATTENTION LANDLORDS:** Move-in inspections can only be scheduled if the unit is **completely prepared** for tenant occupancy. Unfinished projects, a lack of cleanliness, and unnecessary items left in the unit will **FAIL** the inspection and delay the occupancy process. All utilities must be turned **ON** in the unit to complete inspection. The **ENTIRE** unit must be clean.

### General areas:

- Carpets are clean, free of removable stains.
- Carpets don't have any tears or rips or buckles.
- Walls are free of cracks, holes, and gouges
- All windows **MUST** have screens, no exceptions.
- All windows open/close easily and lock/unlock
- No broken panes in any windows/doors
- All doorknobs secure and operational
- A/C & heating units in good operational condition
- Unit is free from unnecessary items/property (no storage items or previous tenant property)
- All switches and outlets in operation
- Breaker boxes – no missing panels
- Hot water heater in good functioning condition
- Hot water pressure relief pipe needs to be at least 4" off the floor.
- Smoke detectors installed and operational (minimum 1 on each level)

- Kitchen:            All floor material is secure and intact  
                         All appliances are in working condition (garbage disposal, etc.)

Bedrooms/Hallways: All closet doors open easily and have appropriate knobs/handles

- Bathrooms:        Adequate/proper caulking on tub, tile and sink locations  
                         All bathroom tiles (if applicable) are securely in place  
                         Toilets flush with ease and completely operational

- Exterior:            Lawn/garden appropriately weeded and cut.  
                         Gutters and handrails need to be securely intact  
                         No debris in yard  
                         No peeling paint  
                         Outbuildings in good condition and reasonably cleaned out

**If you have any questions about this checklist please call the housing inspector Lisa Welty, 301-662-1873 ex. 116 and leave a detailed message.**