

From the Inspections Department

Inspection Tips

- **Initial inspections:** When you submit an RTA to AMHA your unit should be inspection ready. The schedulers will automatically call you to reschedule a failed move-in inspection approximately 3-4 business days after the first inspection. When all repairs are completed you may call your schedulers for a quicker appointment time. If the inspection is not completed within the 45 days from receipt of your RTA or does not pass within 30 days of the 1st inspection your prospective tenant will need to pick up a new RTA and apply for a different unit.
- When we arrive to complete a move-in inspection the home/unit must be in move-in condition; all utilities must be on and functioning, appliances must be on site and working properly; all work materials removed from the area/property. **If the unit is not in move-in condition we will not complete the inspection and this will count as a failed inspection.**
- Please make quality repairs. When we inspect and the repaired item is broken again the item will fail and cause your rental payment to be abated on an annual or special inspection. If the repair has been made in a sound manner you should not have this issue.
- Smoke alarms must be present and working on all levels of the home. The National Fire Protection Association suggests that you change the batteries at least twice per year. Smoke alarms are to be placed outside the sleeping areas on the ceiling or the wall. If you place the alarm on the wall it must be no farther down than 12" from the ceiling and no closer than 4" to the ceiling. Do not place the alarm in the corner on the ceiling. Please do not place smoke alarms in the kitchen area, smoke alarms must be placed no closer than 3' to a kitchen area; this also applies to the bathroom area no closer than 3'. Basement smoke alarms must be placed on the bottom of a joist in a horizontal position, not between the joists in a vertical manner. Smoke alarm batteries are the responsibility of the landlord. Non working smoke detectors result in a 24 hour emergency inspection.
- For surfaces made of drywall/plaster that has failed, the correct repair would be drywall, mud, and/ or plaster followed by **2 coats** of EPA approved paint. This must be completed prior to the reinspection date.
- The correct repair for leak would be to stop the leak *and* repair damaged surface. Scrape the area damaged by water, removing all paint, plaster, drywall chips and cover with **2 coats** of approvable paint.
- When completing repairs to painted and/or damaged surfaces you have the potential of exposing lead hazards to the family. If you have any questions, please contact us immediately for clarification.
- The yard is part of our inspections. If we find garbage, debris, tree limbs, old mattresses, inoperable vehicles, etc, these are all fail items. All cars on the property must have legal license plates or be removed from the property. All winter yard waste (limbs/leaves) need to be removed, and garbage/trash must be stored in appropriate containers and removed from the property during weekly scheduled trash pick-up.
- Garage/Carports are included in the inspection process. Be sure all areas are reviewed prior to our inspection.
- Any railing currently present or updated with renovations must be at least 30" in height. This item covers interior railings and exterior railings around porches, decks, patios and at the top of a stairwell, around a balcony etc.
- If your client is to provide the appliances, each appliance must operate as designed. If the tenant is unable to complete that repair you may complete the repair and charge reasonable expenses for that repair. *You may not replace the stove or refrigerator for the renter unless you request a change to the contract.* The person designated as supplying the appliance receives an allowance for that appliance and changes require a contract change.

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