

# TENANTS' INSPECTION CHECK LIST

Use this form as a worksheet for landlord notification, legal proceedings, and tenant organizing.

Tenant's Name: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

**If using this form to notify landlord of apartment conditions for court evidence or DHCR complaint, you must sign & date at bottom.**

Phone: \_\_\_\_\_

## Inside Whole Apartment

- Painting overdue (3 years)
- Peeling/flaking paint
- Heat: inadequate none
- Hot water: inadequate none
- Inadequate water pressure
- Rusty water
- Exposed wiring
- Weak electrical current (lights dim)
- Window guards missing
- Missing/broken smoke/Co2 detector
- Fumes/smoke entering apartment
- Vermin: rats mice roaches

## Entry/Hallway Inside Apartment

- Door defective / not self-closing
- Door frame broken or sagging
- Door lock loose or defective
- Peephole missing or broken
- Bell not working
- No chain on door
- Defective intercom
- Floors rotted broken or buckling
- Walls/ceilings cracked/buckling/holes
- Collapsed ceiling
- Defective / leaking radiator
- Defective electrical switches / fixtures
- Missing face plates on switches or fixtures
- Defective/broken/inoperative windows
- Mold

## Kitchen

- Defective stove
- Defective refrigerator
- Gas leaks
- Plumbing leaks
- Cracks / holes / rust around sink
- Leaking faucets
- Drain obstructed
- Defective cabinets
- Floors rotted / broken / buckling
- Walls/ceilings cracked/buckling/holes
- Collapsed ceiling
- Defective / leaking radiator
- Defective electrical switches / fixtures
- Missing face plates on switches or fixtures
- Defective/broken/inoperative windows
- Mold

## Bathroom

- Defective appliances:
  - sink bathtub shower toilet
- Missing or cracked bathroom tile
- Leaking faucets
- Drain obstructed
- Plumbing leaks
- Floors rotted / broken / buckling
- Walls / ceilings cracked / buckling / holes
- Collapsed ceiling
- Defective / leaking radiator
- Defective electrical switches / fixtures
- Missing face plates on switches or fixtures
- Defective/broken/inoperative windows
- Mold

## Dining Room (if any)

- Floors rotted / broken / buckling
- Walls/ceilings cracked/buckling/holes
- Collapsed ceiling
- Defective / leaking radiator
- Defective electrical switches / fixtures
- Missing face plates on switches or fixtures
- Defective/broken/inoperative windows
- Mold

## Living Room / Sitting Room

- Floors rotted / broken / buckling
- Walls/ceilings cracked/buckling/holes
- Collapsed ceiling
- Defective / leaking radiator
- Defective electrical switches / fixtures
- Missing face plates on switches or fixtures
- Defective/broken/inoperative windows
- Mold

## Bedrooms (#1 Main, #2, #3, #4, etc.)

- Floors rotted / broken / buckling
- Walls/ceilings cracked/buckling/holes
- Collapsed ceiling
- Defective / leaking radiator
- Defective electrical switches / fixtures
- Missing face plates on switches or fixtures
- Defective/broken/inoperative windows
- Defective doors
- Mold

## Public Areas of Building

- Broken or no locks on front door(s)
- Front door(s) defective
- Broken stoop steps
- Broken or no intercom
- Inadequate light: entrance courtyard/alley hallways
- Broken mailboxes
- Defective/broken/inoperative windows
- Walls/ceilings cracked/buckling/holes
- Paint in hallways dirty or peeling
- Hallways not cleaned
- Elevator not working
- Stairs broken or loose
- Laundry room:
  - dirty machines broken
- Mold \_\_\_\_\_
- Inadequate garbage cans
- Garbage cans not covered
- Garbage not collected / not put out for collection
- Fire escapes rusty / broken / defective / missing
- Basement not secure
- Roof not secure
- Exposed wiring in basement
- Many vacant apartments
- Great tenant turnover
- Drug dealing on stoop / in hallways
- Illegal apartments in basement
- No rent receipts given
- Rent receipts incomplete (no date/ NYC address for landlord, etc.
- Inadequate / no super service
- Other (specify and use other side if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

For help in organizing a tenants' association, contact:  
Metropolitan Council on Housing,  
339 Lafayette Street, New York,  
NY 10012, (212) 979-0611