

Property Housing Criteria List

Cougar Choice Housing



Site Visit Information

Property Name		Landlord Name	
Property Address		Inspection Completed by:	Choose an item.
Residence Style	Choose an item.	Inspection Completed by:	Choose an item.
Inspection Date	Click here to enter a date.		

Main, Side and Rear Entrances

	Pass	Fail	Comments
1. Is the door metal or solid core construction?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Door has 180 degree or wide angle peephole at appropriate height	<input type="checkbox"/>	<input type="checkbox"/>	
3. No glass panels in doors unless double pane glass	<input type="checkbox"/>	<input type="checkbox"/>	
4. Exterior doors are equipped with working deadbolts. <i>These provide added security beyond standard keyed entry</i>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Hinge pins are non-removable or are located inside the residence	<input type="checkbox"/>	<input type="checkbox"/>	
6. Doorjamb / doorframes appear securely fastened	<input type="checkbox"/>	<input type="checkbox"/>	
7. Strike plates appear secured into the doorjamb	<input type="checkbox"/>	<input type="checkbox"/>	
8. Locks appear in good working order and complex states that it will re-key at resident's request. (Resident may incur expense)	<input type="checkbox"/>	<input type="checkbox"/>	
9. Property is well lighted at entry/exit points, walkways and parking areas. No burnt out lights. <i>This increases community pride and cohesiveness, leading to a greater willingness to intervene in and/or report criminal activity</i>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Landscaping does not obstruct visibility between street and front/rear entryway(s). <i>Shrubs and plants can serve as hiding places for potential offenders. To deter criminal activity, all entryways are clear of obstructions and visible from the street.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Sliding glass doors appear to have strong working locks; dowel or pins have been installed to prevent the door from being shoved aside or lifted off track	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Rating (Tally checkboxes from above.) Pass #'s Fail #'s

Windows

	Pass	Fail	Comments
12. All windows appear securely pinned or appear to have working locks.	<input type="checkbox"/>	<input type="checkbox"/>	
13. Window locks cannot be readily unlocked from the exterior.	<input type="checkbox"/>	<input type="checkbox"/>	

14. Windows appear to be opened from inside in case of fire.	<input type="checkbox"/>	<input type="checkbox"/>	
15. Upstairs windows that open onto roofs or porches can be locked.	<input type="checkbox"/>	<input type="checkbox"/>	
16. There are no ladders or other climbing devices located next to the exterior at the time of the inspection except for fire escape ladders.	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Rating (Tally checkboxes from above) *Pass #'s* *Fail #'s*

Interior	Pass	Fail	Comments
-----------------	------	------	----------

17. Smoke Detectors near bedrooms and kitchen. Must appear to be in working order. <i>Smoke alarms reduce the risk of fire death by 50%.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Carbon monoxide detector is present and appears to be in working order.	<input type="checkbox"/>	<input type="checkbox"/>	
19. Is there a fire extinguisher located within the apartment complex?	<input type="checkbox"/>	<input type="checkbox"/>	N/A (only required for apartment complexes, not single family dwellings, residence halls, or lodging houses) <input type="checkbox"/>
20. Interior handrails appear sturdy and secure. <i>Handrail for staircases, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Electrical plugs seem to work, checked several. Plate covers are present and not cracked/broken.	<input type="checkbox"/>	<input type="checkbox"/>	
22. Kitchen and living area appear free of rodent / pest infestation.	<input type="checkbox"/>	<input type="checkbox"/>	
23. Plumbing appears in working order, no visible drips or leaks.	<input type="checkbox"/>	<input type="checkbox"/>	
24. Emergency exit reasonably available from each bedroom. Window is 44 inches off the ground, opening of 5.7 sq. feet. Basement Dwelling: must have a window well for safe emergency exit in basement or window of 5.7 sq. feet to exit safely	<input type="checkbox"/>	<input type="checkbox"/>	
25. Fireplace, if present, has screen or glass enclosure.	<input type="checkbox"/>	<input type="checkbox"/>	
26. Chimney cleaned yearly. Please provide inspectors with a receipt of last cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	
27. Area around furnace appears clean and free of combustibles at the time of the inspection.	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Rating (Tally checkboxes from above) *Pass #'s* *Fail #'s*

Exterior	Pass	Fail	Comments
-----------------	------	------	----------

28. Residence number is visible from the street (day or night). Complexes with multiple buildings should place signage on each corner of each building with the specific identifying number and or letter that can readily be seen by emergency responders. <i>Must be visible to emergency responders so that they can easily identify the home in an emergency</i>	<input type="checkbox"/>	<input type="checkbox"/>	
---	--------------------------	--------------------------	--

29. Balconies, if present, appear sturdy at time of inspection. <i>No loose railings and no missing screws.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Rating (Tally checkboxes from above)	<i>Pass #'s</i>	<i>Fail #'s</i>	
Overall Appearance	Pass	Fail	Comments
30. Property and exterior of building in good repair. <i>Building exterior is free from damage, and to prevent property loss or injury, exterior staircases and railing are secure and there is no visible roof or gutter damage.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Drainage appears well maintained and no standing water present. Fencing, if present, appears stable and secure.	<input type="checkbox"/>	<input type="checkbox"/>	
32. Parking area(s) and walkways appear in good repair if provided. <i>No visible large gaps or cracks that could result in injury</i>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Facility appears neat and in order.	<input type="checkbox"/>	<input type="checkbox"/>	
34. The Pullman Fire Department recommends that a Knox Box with key to the units/other spaces be present.	<input type="checkbox"/>	<input type="checkbox"/>	Recommendation. Not required.
35. Mailboxes do not display names and appear secured.	<input type="checkbox"/>	<input type="checkbox"/>	
36. Is the property registered through the City Of Pullman Property Registration? Yes or No	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Rating (Tally checkboxes from above)	<i>Pass #'s</i>	<i>Fail #'s</i>	

Items 4,13, 17, & 18 listed in "bold" are mandatory and must pass inspection.
 For items that are not mandatory, or if items don't apply to your property (fireplaces, etc.) a 'pass' is checked. Inspections are visual in nature, and does not include incident or crime reports.

Overall Comments

NUMBERS BELOW CORRESPOND WITH CRITERIA NEEDING ADDITIONAL WORK

Inspector Signature: _____

Property Representative Signature: _____

For Office Use Only

For Office Use Only: Must meet 90% of criteria 32/36		
Scoring:	Pass %:	Fail %:
Notification of Property Manager: YES NO		

Form of Notification:	Date:
Schedule Re-Inspection?	YES NO
Has Management provided complete contact information on Disclaimer form?	YES NO