

## Inspectors will go through each of the points on our mobile app.

**If the item they are inspecting looks adequate, it gets a "✓".**

No photograph or comments are required here.

**If the item looks inadequate, it gets an "✗".**

A photograph and/or comments are required as to why it did not pass.

**If something is questionable, it gets an "○".**

A photograph and/or comments are required as to why it did not pass.

**If the item does not apply to the building, it gets an N/A.**

For example, we can't check the elevators in a walkup building.

### Pre-Inspection Checklist:

- Sometimes buildings have a few old violations that haven't been cleared. Prior to the inspection we recommend having HPD clear out your violations.
- We inspect 5% of the units (minimum 1 unit to a maximum 10 units). The inspector will require access to some of these units. Please make arrangements with the Super and notify some tenants that we will be visiting.
- In order to test the intercom, the Super may need to assist.
- The entire building inspection will take 20 - 60 minutes depending on size.

### Pre-Inspection Questions:

- Do you (the landlord) pay for heat and hot water?
- What is the unit count in your Certificate of Occupancy?

This document outlines what a Rentlogic certified building inspection entails, what inspectors are looking for, and overall how it works. Everything is flexible and building specific. If you have any questions, comments, or concerns please send them to [inspections@rentlogic.com](mailto:inspections@rentlogic.com) and we will do our best to incorporate them in to future versions of our standards.

## BUILDING WALK-THROUGH

### EXTERIOR

#### Front Facade

- ✓ The front facade passed all tests.
- ✗ Ensure there are no: loose bricks, a cracked or crumbling facade, or loose cables from telephone poles.
- ✗ Check if the through-wall A/C units are rusty or look old and decrepit
- ✗ Local Law 11 compliance.
- ▶ Do not worry about minor maintenance issues.
- ▶ There are no circumstances where we cannot inspect the front facade and so this field is mandatory.

#### Rear Facade

- ✓ The rear facade passed all tests.
- ✗ Ensure there are no: loose bricks, a cracked or crumbling facade, or loose cables from telephone poles.
- ✗ Check if the through-wall A/C units are rusty, or look old and decrepit.
- ✗ Local Law 11 compliance.
- ▶ Do not worry about minor maintenance issues.

**N/A** If we cannot gain access to the rear facade, mark it as "Not Available".

#### Intercom

- ✓ The intercom passed all tests.
- Inspector will need to coordinate with the super or building staff to test the intercom:
- ✗ Ensure it is functional and that both people can hear each other.
- ✗ Ensure that the buzzer unlocks the door for the visitor.
- Ensure that the intercom is not rusty or damaged.
- ▶ Do not worry if the labels for tenants' names are off. Some residents do not like people knowing where they live.

#### Door Locks

- ✓ The door locks passed all tests.
- ✗ Apartment doors must have the ability to automatically lock. Note that bedroom doors do not require this functionality.
- ✗ Confirm that building exterior doors lock automatically.
- ✗ Confirm that building exterior door closure works at a reasonable speed.

## ENTRANCE

### Vestibule

- ✓ The vestibule passed all tests.
- ✗ Ensure there are no egress obstructions, damage to internal doors, cracked or damaged walls or signs of neglect like old newspapers or mail left strewn.
- ✗ Ensure there is an information board for tenants with management info and other pertinent information such as HPD registration. If this is a doorman building this is not necessary.
- ✗ If there is a second buzzer on the interior door, test that it works and that the door automatically closes and locks.

### Lobby

- ✓ The lobby passed all tests.
- ✗ Ensure there are no signs of vandalism or graffiti.
- Ensure there is no trash or other signs of poor maintenance.
- ✗ Ensure there are no egress obstructions.
- ✗ Ensure the building is free of odor or animal droppings.
- ✗ Check there is proper and functional lighting.

### Stairs

- ✓ The stairs passed all tests.
- ✗ Ensure that the stairs physically feel sturdy.
- ✗ Ensure that the railing feels secure and is in good working order.
- ✗ Ensure that stairwells are well lit.
- ✗ Ensure there are no signs of deferred maintenance.

### Mailboxes/Mailroom

- ✓ The mailboxes/mailroom passed all tests.
- ✗ Ensure mailboxes are physically secured and labelled.
- ✗ Ensure area is free from trash and generally well maintained.

## BASEMENT

### Drains

- ✓ The drains passed all tests.
- ✗ Ensure that the drains exist and are not clogged.
- ✗ Ensure there are no signs of leaks.
- ✗ Ensure that basement is dry and that there are no signs of serious dampness. Some dampness is permitted.

### Laundry Room

- ✓ The laundry room passed all tests.
- ✗ Ensure that the machines are functional.
- ✗ Ensure there is proper lighting.
- ✗ Look for evidence of rodents.
- ✗ If there is a card reader machine, check that it is working.

N/A If the building does not have a laundry room.

### Storage Room

- ✓ The storage room passed all tests.
  - ✗ Ensure that there is no evidence of rodents or other pests.
  - ✗ Ensure that individual storage units have proper locks.
  - ✗ Ensure that the room is well lit.
- N/A If the building does not have a storage room.

### Emergency Egress

- ✓ The emergency egress passed all tests.
- ✗ Ensure that there are no egress obstructions, and that doors are not chained.

## MECHANICAL ROOM

### Boiler/Furnace

- ✓ The boiler / furnace passed all tests.
  - ✗ Ensure the boiler appears to be well maintained and free from rust.
  - ✗ Ensure that everything works properly.
- N/A If the building has fewer than 5 units.
- N/A If the building has individual heating units.

## Heat/Hot Water Heater

- ✓ The heat/hot water heater passed all tests.
- ✗ Ensure that the boiler appears to be well maintained and free from rust or corrosion.
- ✗ Ensure that everything works properly.

## Electrical Breaker Boxes/Meters

- ✓ The electrical breaker boxes / meters passed all tests.
- ✗ Ensure that wiring is not antiquated or a fire hazard.
- Count that the number of meters is greater than the number of units.

## BUILDING

### Trash Area

- ✓ The trash area passed all tests.
- ✗ Ensure that there is no evidence of rodents.
- ✗ Ensure that there are no distinctly off-putting odors.
- Ensure that it appears to be relatively orderly.

### Evidence of Moisture

- ✓ No evidence of moisture was found.
- ✗ Ensure there is no pooling water or damp walls, ceilings or carpets.

### Evidence of Odors

- ✓ No evidence of odors was found.
- ✗ Ensure that there are no distinctly off-putting odors which may be evidence of mold or pests.

### Evidence of Vermin

- ✓ No evidence of vermin was found.
- ✗ Ensure there are no feces.
- ✗ Ensure there are no vermin in traps.
- ✗ Ensure there are no dead roaches.

### Fire Exit Doors

- ✓ The fire exit doors passed all tests.
- ✗ Ensure the fire exit doors are not blocked or locked.

# APARTMENT WALK-THROUGH

The inspector will enter 5% of the units, similar to how a bank inspection works. We attempt to create a balance of being thorough but not intrusive. Inspectors visit all rooms in a unit: bedrooms, bathrooms and common rooms. Note that for in-unit problems, it may be the tenant's responsibility to report the issue to the landlord.

## AMENITIES

### Hot Water

✓ Heat is working properly. In a building where heat is provided by the landlord, ensure that temperatures are above 68°F when the temperatures outside are below 55°F. In buildings where heat is controlled by the tenants, check in-unit thermostats.

✗ Ensure that hot water comes out of the tap. Water may need to run for a few minutes in certain buildings.

▶ If the landlord pays for the hot water, note that inadequate hot water is grounds for an immediate failure.

### Heat

✓ Heat is working properly.

✗ Ensure that heat comes out of the HVAC, furnace, etc.

▶ If the landlord pays for heat, lack of it is grounds for an immediate failure.

▶ Note that this is seasonal and landlords are only legally required to provide heat from October 1st to May 31st.

### AC

✓ Air conditioning is working properly.

✗ Ensure that cold air comes out of the air conditioning unit.

▶ Note that inadequate air conditioning is grounds for an immediate failure.

**N/A** Mark this as not available if the building owner does not provide AC.

### Stove

✓ Stove is working properly.

✗ Ensure that the stove exists and is working properly.

### Refrigerator

✓ Refrigerator is working properly.

✗ Ensure that the refrigerator exists and is working properly.

## BASICS

### Floors

✓ The floor boards are in good condition.

○ Ensure that if there are floorboards, none are loose or hazardous.

○ Ensure there are no cracked tiles or trip hazards.

### Walls

✓ The walls are in good condition.

✗ Ensure there is no evidence of dangerously converted apartments.

### Windows

✓ The windows are in good condition.

○ Ensure there are no cracks or damages that create air leaks.

✗ Window guards are required by law for any units with children under 10. If you see a crib and no window guards, mark it as an X.

### Outlets

✓ The outlets are in good condition.

○ Ensure that there are no loose or dangerous wiring around the fixture and no open outlets.

○ Ensure that the kitchens and bathrooms have GFI outlets.

### Bath Fixtures

✓ The bath fixtures are in good condition.

○ Ensure the outlets are GFI outlets.

## HAZARDS

### Smoke/Carbon Monoxide Detectors

✓ The smoke/carbon monoxide detectors are in good condition.

✗ Ensure they exist and that the light is on.

✗ Confirm they work by pressing the button.

### Evidence of Leaks

✓ No evidence of leaks were found.

✗ Ensure there are no leaks in the building.

### Evidence of Faulty Wiring

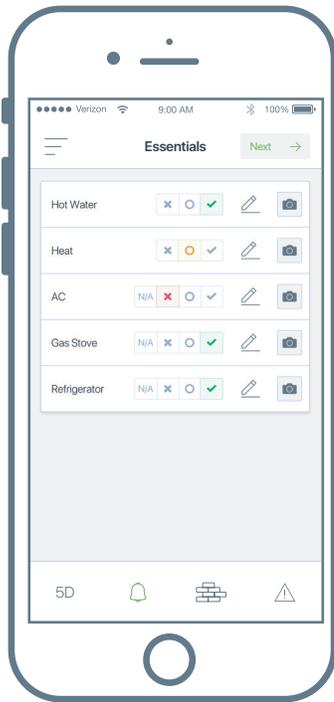
✓ No evidence of faulty wiring was found.

✗ Ensure there is no faulty wiring.

### Evidence of Mold

✓ No evidence of mold was found.

✗ Ensure no mold is present.



## ELEVATOR

- ✓ The elevator(s) passed all tests.
- ✗ The elevator(s) passed all tests, including annual category 1 inspection.
- ✗ Ensure that the elevator is not abnormally slow and that it rides smoothly.
- ✗ Ensure that elevator buttons light up.
- ✗ Confirm a recent inspection certificate via photograph.
- There is an allowance of one elevator to be temporarily out of commission, only if there are three or more elevators.

**N/A** If the buildings do not have elevators, mark as not available.

## DOCUMENTATION

### Certificate of Occupancy

- ✓ Building is legally classified as a residence.
  - ✗ Building is not classified as a residence.
- N/A** Building is an interim multiple dwelling (IMD) in which case a Certificate of Occupancy may not be necessary.

### HPD Registration is posted

- ✓ HPD Registration was present.
- ✗ HPD registration was not found.

