

APARTMENT WALKTHROUGH OUTCOME

Reason for Review: Apartment Walkthrough

Building Address: _____

Apartment Number: _____ Floor: _____ Walkthrough Date: _____

THE ABOVE UNIT: <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED <input type="checkbox"/> NO ACCESS TO UNIT GIVEN

If applicable, list the reason(s) why the Unit failed. Include the letter of each failed item in its appropriate section below.

- 1. Interior of Building: _____
 - 2. Hallway and Apartment or House: _____
 - 3. Overall Apartment/House: _____
 - 4. Bathroom: _____
 - 5. Kitchen: _____
 - 6. Electrical: _____
 - 8. Approval (provide a detailed description for items 8a & 8b, if applicable): _____
- _____
- _____
- _____

Note: Section 7. Accessibility is not included above because it is intended for information gathering only.

An abbreviated list of each question from the Apartment Review Checklist (DSS-10a) appears on page 2 of this form.

Failed conditions will require an additional walkthrough. Please contact the party checked below when the unit is ready. Provider DHS (choose DHS if any failed item is marked as **ESCALATE** on page 2)

Certification		
I certify that I visited the property located at the address indicated above and that the information in this form has been answered correctly to the best of my ability.		
_____	_____	_____
Person completing walkthrough (Print)	Person completing walkthrough (Signature)	Date

Name of your organization (Print)		

 Landlord/Landlord Representative Name (Print)

 Landlord/Landlord Representative (Signature)

(Turn page)

Section 1: Interior of building

- 1a. Stairs and halls not free of hazards
- 1b. Stairs and halls not free of excess garbage
- 1c. No clear path to egress
- 1d. Insufficient lighting
- 1e. No working mailbox/slot
- 1g. Fire exit is locked
- 1h. Fire exit is blocked
- 1i. No self-closing door
- 1j. No bell or buzzer

Section 2: Hallway and Apartment/House

- 2b. No window guards in hallway
- 2c. No window guards in unit

Section 3: Overall Apartment/House

- 3a. Unit under repair, renovation, or construction
- 3d. Fire escape window gate(s) cannot be opened from the inside
- 3e. Window gate(s) has no FDNY stamp
- 3f. Door to room with fire escape window has lock
- 3g. Window(s) is not operable
- 3i. Window to ground is not lockable
- 3j. Unit has cracked, peeling, or loose paint
- 3k. Unit was constructed in 1978 or earlier (ESCALATE)**
- 3l. Unit is not free of vermin
- 3m. Unit is not free of leaks
- 3n. Floor not free of hazards
- 3o. Holes in walls, floors, or ceilings
- 3p. Sleeping rooms are not at least 80 sq ft & do not include window or skylight
- 3q. Apartment door requires key to exit
- 3r. Smoke detector is not present or is more than 15 ft from sleeping room entrance
- 3s. Smoke detector is not working
- 3t. Carbon monoxide detector is not present or is more than 15 ft from sleeping room entrance
- 3u. Carbon monoxide detector is not working
- 3v. Unit does not have heat source in every room
- 3x. Radiator steam is visible (ESCALATE)**
- 3y. Radiator is leaking (ESCALATE)**
- 3z. Radiator is missing knob or valve (ESCALATE)**

Section 3: Overall Apartment/House (continued)

- 3aa. Unit is in basement, cellar, or attic (ESCALATE)**
- 3ab. Unit can only be accessed through another unit
- 3ae. Porch or balcony has no railing
- 3af. Unit has dropped ceiling (ESCALATE)**
- 3ag. Unit has potential illegal subdivision (ESCALATE)**
- 3ah. Unit temperature is not adequate

Section 4: Bathroom

- 4a. No running hot or cold water
- 4b. No freely flowing water
- 4c. Water is not clean or free of rust
- 4d. Toilet is not working
- 4e. No vent or operable window
- 4f. Bathroom has plumbing leaks

Section 5: Kitchen

- 5a. No running hot or cold water
- 5b. Water in sink is not clean after running
- 5c. No working oven
- 5d. No working stove
- 5e. Refrigerator rails and shelves are inadequate
- 5f. Refrigerator is not cold
- 5g. Freezer is not working
- 5h. No food storage space
- 5i. No meal preparation area
- 5j. Kitchen has plumbing leaks
- 5k. Stove or oven has grease build-up
- 5l. No working vent over stove or window in kitchen

Section 6: Electrical

- 6a. Sleeping rooms lack two outlets **OR** one outlet plus one light fixture
- 6b. Outlets in kitchen and bathroom are not GFCI outlets
- 6c. Fixtures and electrical devices are not secured or lack plate covers
- 6d. Unit has exposed wires
- 6e. Unit has wires in or near standing water

Section 8: Approval

- 8a. Other issue
- 8b. Not approved for rent