



INSTALLATION: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 WEBSITE: \_\_\_\_\_

# Navy Housing Inspection Checklist

**NOTE:** Inspections will only be conducted with all utilities turned on in the unit. This is necessary to both see while inside the unit and to verify working condition of electrical, plumbing and HVAC.

## GENERAL INFORMATION

Date of inspection: \_\_\_\_\_

Landlord/Agent name: \_\_\_\_\_

Landlord/Agent phone number: \_\_\_\_\_

Landlord/Agent address: \_\_\_\_\_

Address of property inspected: \_\_\_\_\_

Dwelling type: \_\_\_\_\_

Number of bedrooms: \_\_\_\_\_ Number of bathrooms: \_\_\_\_\_ Square footage of unit: \_\_\_\_\_

Date available: \_\_\_\_\_

Housing Representative: \_\_\_\_\_

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 10 U.S.C. 2831, Military Family Housing Management Account; DoD 4165.63-M, DoD Housing Management.  
**PURPOSE:** To provide housing information to DON or other military components and government agencies.  
**ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b), routine uses include to assist the Navy Housing Office in determining an individual's status and qualifications who seek housing or assistance concerning Navy housing.  
**PRINCIPAL PURPOSE:** To determine an individual's eligibility for Navy or Marine Corps housing (including privatized housing) and notification for subsequent assignment to housing or granting a waiver to allow occupancy of private housing. To determine priority and list individual's name on appropriate housing waiting list. To oversee housing occupancy once assigned.  
**DISCLOSURE:** Voluntary; however, failure to provide the requested information will result in the inability to assist you.

[www.cnic.navy.mil/Housing](http://www.cnic.navy.mil/Housing)

Home Finding Services ★ Inspection Services  
 Issue Resolution ★ Cost Savings Programs



# HOUSING CHECKLIST

## A. Electrical

	Pass	Fail	N/A
1. Receptacles are in working order and operational	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Switches, receptacles and fixtures must be intact and have proper coverings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. GFCI circuit for outlets within 6 feet of water source	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. All smoke alarms must be in proper location and operable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Carbon monoxide detectors must be in proper location and operable (not applicable if dwelling unit is all-electric)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Circuit breaker panel is labeled and in a safe location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. All light fixtures are operable and have working bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## B. Plumbing

	Pass	Fail	N/A
1. All toilets flush properly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Each sink, lavatory, tub and shower have both hot and cold water	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. All drains work properly (includes a/c condensate drains when present)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Water heater installation (excludes tankless water heaters) must comply with local standards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Stoppers required for lavatories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. No apparent leaks at any plumbing locations to include spigots, ice makers and washing machine hookups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Bathrooms must have window or fan for ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Master water shutoff valve for the unit is clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## C. HVAC (Heating, Ventilation and Air Conditioning)

	Pass	Fail	N/A
1. Any non-electric space heaters must be vented to the exterior of the home or removed from the premises	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Air conditioner cools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Furnace heats	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Ceiling, attic, whole house fans are operational	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## D. Appliances

	Pass	Fail	N/A
1. Range (both oven and burners) is operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Microwave is operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Refrigerator and freezer are operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Dishwasher is operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Garbage disposal is operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Washer and Dryer, when provided, are operational <i>Note: if no connections are available in the dwelling unit there must be accessibility to laundry facilities in close proximity and located on the premises.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Range hood is operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## E. Environmental

	Pass	Fail	N/A
1. No visible sign of mold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. No evidence of non-encapsulated lead-based paint or lead-based paint dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. No signs of water intrusion from exterior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. No water marks/stains that indicate interior leaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. No evidence of pests (roaches, mice, etc) present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## F. Security and Egress

	Pass	Fail	N/A
1. No deadbolts will be double keyed – must have thumb latch on inside of door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Sliding patio doors must have security rod on inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All windows and window wells in living areas meet local egress requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Minimum width of interior stairs and hallways (in interior living areas) must meet local egress requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All interior doorways meet local egress requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Working locks on windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## G. Exterior

	Pass	Fail	N/A
1. Roof intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Siding intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Foundation is sound and intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All windows must be operational and have screens in good condition to allow fresh air but no bugs to enter the residence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. House address (number) must be visible from the street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Failure of any item in red results in failure of the inspection. To pass, the property must be re-inspected and all red items in compliance. On the non-red items, up to three can fail and property will still pass the inspection but will require correction. The HSC must be informed phone or by email after corrections are made (re-inspection not required).

## REMARKS

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This property has passed inspection. **INITIAL** \_\_\_\_\_

This property has passed inspection once the following has been remedied. **INITIAL** \_\_\_\_\_

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This property has failed the inspection. **INITIAL** \_\_\_\_\_

I, \_\_\_\_\_ (landlord name), hereby certify that the above listed housing units comply with all federal, state and local laws against housing discrimination. Further, all agents/employees of the landlord are prohibited from any form of housing discrimination based on federal, state and local laws.

## SIGNATURES AND DATE(S)

**X**

\_\_\_\_\_  
Housing Representative Signature

\_\_\_\_\_  
Date

**X**

\_\_\_\_\_  
Landlord/Agent Signature

\_\_\_\_\_  
Date