

## PRE-SALE OCCUPANCY INSPECTION CHECK LIST

<i><b>Exterior Checklist</b></i>
Legible and Visible Address Number and Unit Identification
Front/Rear Door – maintained in proper working order, boarded up. - <i>1313.02(d) Exterior Doors</i>
Screens – broken, missing, ripped - <i>1313.04(b) Maintenance</i>
Garage Door – <i>1313.02(d) Exterior Doors</i>
Siding – broken, peeling, missing – <i>1313.02(j) Exterior Surfaces</i>
Shingles – missing, broken. – <i>1313.02(f) Gutters</i>
Gutters/Downspouts – attached to structure, free of growth. <i>1313.02(f) Gutters</i>
Peeling Paint - <i>1313.02(j) Exterior Surfaces</i>
Broken Windows – <i>1313.02(c) Windows</i>
Roof – <i>1313.02(e) Roof</i>
Patio Slabs – cracked, hazardous conditions.
Driveway/Sidewalk/Walkways – shall be kept in proper state of repair and free from hazardous conditions. <i>1313.04(a) Exterior Surface (3)</i>
Front/Back Porch – maintained in good working order. Loose boards and hand rails. – <i>1313.02(h) Porch</i>
Stairs – loose steps, hand rails – <i>1313.04(a) Exterior Surface(4)</i>
Masonry – free from open cracks, broken pieces – <i>1313.02(b) Exterior Walls and Surfaces</i>
Foundation – walls plumb and free from open cracks, shifting. – <i>1313.02(a) Foundations</i>
Weeds – Pulled/Cut – shall not exceed 8 inches. – <i>1313.05 Vegetation (a) Vegetation Cutting</i>
Trees – dead or decaying. – <i>1313.05 Vegetation (b) Maintenance of Plantings</i>
Bushes Trimmed – <i>1313.05 Vegetation (b) Maintenance of Plantings</i>
Fence – maintained in good repair. – <i>1313.04 (c) Fences and Walls</i>
Lawn – shall not exceed 8 inches. – <i>1313.05 Vegetation (a) Vegetation Cutting Requirements</i>
Pool – proper screening, stagnant water, secured gate. – <i>Zoning Code 1187.12(c) (2); Exterior Property Maintenance 1313.04(e) Hazards</i>
Hot Tub/Spa – stagnant water – <i>1313.04(e) Hazards</i>
Trash – premises maintained clean, safe, sanitary free from rubbish and garbage. – <i>1313.04 (d) Yards</i>
Chimney – maintained in good repair. – <i>1313.02(g) Chimneys</i>
Accessory Building – <i>Permits/Repairs – Zoning Code 1129.02; 1313.04(b) Maintenance</i>
Antenna/Dish/TV Tower – <i>1313.04(b) Maintenance</i>
Sump Pump Drainage - Tied to Storm Drain
Other Items Not Covered Above That Need Repair
All utility bills current with City