

Joint Base Lewis-McChord Housing Services Office

Self Certification Inspection Checklist

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This information is used to determine if a rental property meets the housing quality standards of the JBLM Housing Services Office (HSO). This checklist is not all inclusive as each property is unique and may possess issues not addressed through the criteria below. In order for a rental property to be listed with the JBLM HSO, the unit is required to be in compliance with all of the baseline standards listed below. Landlords must certify the rental housing unit prior to listing with the JBLM HSO and upon each change in tenancy. Self certification requires the following:

- 1) Inspect each rental housing unit on the property for compliance with this checklist.
 - a. Apartment complexes and multi-dwelling unit structures on a single premise with seven or more individual rental units will be subject to a sampling inspection. At least one unit representative of each floor plan and 2% of the entire premises or 5 units, whichever is less will be inspected for compliance. All units must pass the inspection before the property may list with the HSO.
 - b. Property management companies with ten or more single family dwelling units or duplexes will be subject to a sampling inspection. The landlord or property management company must inspect at least 2% of their entire inventory or 7 units, whichever is less. All units must pass the inspection before the property management company will be listed with the HSO.
- 2) Immediately make any repairs to the rental housing unit in order to achieve compliance with the requirements of this checklist

Section I - General Information							
1. Name of Landlord or Property Manager Authorized to Lease Unit		2. Date of Inspection (mm/dd/yyyy)					
3. Property Address		4. Property Name (If Applicable)					
5. Dwelling Type <input type="checkbox"/> Apartment <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Duplex <input type="checkbox"/> Town House or Row House <input type="checkbox"/> Condo <input type="checkbox"/> Modular Home <input type="checkbox"/> Manufactured Home							
6. # Bedrooms	7. # Bathrooms	8. Sq. Footage	9. Unit Number (if Applicable)				
Section II - JBLM Housing Referral Baseline Standards							
10. Minimum Requirements to be Referred by JBLM HSO:				Met	Not Met	Inconclusive	N/A
A. Building Interior							
Unit Overall	A.1 Well maintained, clean and does not pose a health, safety or fire hazard. (There is no evidence of mold, unsealed asbestos, environmental hazards, etc.)						
Arrangement	A.2 Kitchen and bedrooms can be entered without passing through other bedrooms.						
Electrical	A.3 Light fixtures, ceiling fans and switches are secured in place, in proper working order and have the correct coverings.						
	A.4 Electrical outlets operate safely and have secure cover plates. There should be, at a minimum, at least two working outlets in the kitchen, living room and each sleeping room(s).						
	A.5 All outlets within 6 feet from a water source are GFCI protected and properly function.						
Heating & Plumbing	A.6 Unit possesses an adequate heating system.						
	A.7 Kitchen sink, lavatory and bathtub or shower with hot/cold running water. There are no water pressure issues such as no or intermittent water pressure.						
	A.8 Plumbing fixtures/piping are properly installed, in good condition and have no missing spouts/handles. There are no signs of leaks and drainage systems operate correctly.						
Cabinets and Counter Surfaces	A.9 Kitchen and bathroom cabinets and counter surfaces are in good condition, with no significant cracks or chips.						
Appliances	A.10 Unit has an operable refrigerator and oven with a stove or range. Appliances are installed and function in accordance with manufacturer/owner's manual.						
Potable Water	A.11 Unit has a continuous supply of potable water.						
Bathroom(s)	A.12 Unit has a properly operating flush toilet in enclosed room.						
	A.13 Bathrooms with showers and bathtubs have an operable exhaust fan or window for ventilation.						
B. Structural							
Doors	B.1 All doors leading to the outside and common hallways have adequate locks and are weather sealed.						
	B.2 Entry doors have a peep hole or other reasonable means for visually identifying a visitor without opening the unit entry door.						
	B.3 Garage door is operable and in good condition with functional lock.						
Windows	B.4 Windows open and close properly, are lockable and weather tight.						
	B.5 Windows are free of missing or broken glazing.						
	B.6 Units with no AC must have screens with no tears or holes.						
Walls & Ceilings	B.7 Walls and ceilings are structurally sound, in good condition and free from water damage, deterioration, hazardous defects and severely deteriorated paint surfaces.						
Floors	B.8 Floors are structurally sound and free from hazardous defects.						
	B.9 Floor coverings are in reasonably good condition, are not heavily worn or stained and do not create tripping hazards. Carpeting has no excessive tears or holes.						

C. Building Exterior				
Foundation	C.1 Foundation is structurally sound, with no evidence of major recent settling, cracks, holes, shifting or moisture problems.			
Siding	C.2 Siding is in good repair with no visible signs of imminent failure or malfunction.			
Roof	C.3 Roof is in reasonably good condition with no visible leaks and is free from imminent failure or malfunction. Gutters prevent water from entering unit.			
D. Common Area & Grounds				
Exterior Property & Common Areas	D.1 Grounds and common areas are maintained in a safe and sanitary condition, free from accumulation of rubbish and refuse.			
	D.2 Grounds are free from overgrown vegetation and animal waste. If there is dense vegetation in the immediate area, it does not hinder sightlines or surveillance of the property.			
	D.3 Free from vandalism and graffiti.			
Lighting	D.4 Grounds and common areas including, but not limited to public hallways, stairs and other exit ways, are appropriately illuminated for security.			
Property Address & Signage	D.5 Well maintained and clearly visible from the street.			
Vehicles	D.6 There are no abandoned or inoperable vehicles, or vehicles placed on jacks/blocks on the premises.			
Refuse Receptacles	D.7 There are no overflowing garbage cans stored in public view.			
Accessory Structures including but not limited to: Sheds, fences, retaining walls, decks, detached garages and storage areas	D.8 Structurally sound and free of loose, broken, deteriorated or missing materials. Free from any severely deteriorated paint surfaces.			
Amenities including, but not limited to: Playgrounds, recreational facilities and parks	D.9 Maintained in good condition, structurally sound and free of broken, deteriorated or missing materials.			
E. Miscellaneous				
Laundry	E.1 Adequate laundry facilities on premises and/or washer and dryer connections in unit.			
Interior and Exterior Handrails	E.2 Well secured, in proper locations and free from deteriorated or missing parts.			
Pests	E.3 Unit is free from insects, vermin and evidence of infestation.			
Safety	E.4 Unit is equipped with functional carbon monoxide alarm in accordance with RCW 19.27.530.			
	E.5 Unit is equipped with a minimum of one functional, properly located, smoke alarm outside each sleeping area and on each habitable level of the unit including basements, but excluding unfinished spaces (attics and crawl spaces). All smoke detectors in unit must function. For units constructed after 2009, additional requirements include having a smoke alarm installed in every sleeping area and when more than one smoke alarm is required to be installed in an individual unit, the alarm devices must be interconnected.			
	E.6 For buildings consisting of four or more units, fire extinguishers that have been serviced and pressure tested, are readily accessible in common areas.			
	E.7 Elevators servicing the unit are safe and operable.			
Maintenance Records	E.8 Evidence exists that an effective maintenance program is in place.			
Section III - Inspection Assessment				
16. Inspection Summary/Comments (Provide a summary description of each item which resulted in a rating of "not met," "inconclusive," or "met," but with minor issues.)				
<p>17. Overall Inspection Results</p> <p>A. FAIL - If there are any checks under the column headed "Not Met," the unit fails the inspection.</p> <p>B. INCONCLUSIVE - If there are no checks under the column headed "Not Met," and there are any checks under the column headed "Inconclusive," the overall inspection is inconclusive.</p> <p>C. PASS - If neither (A) nor (B) above is checked, the unit passes the minimum baseline housing standards.</p> <p style="text-align: center;"> <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Inconclusive </p> <p>HSO Representative's Signature _____ Date: _____</p>				
Section IV - Landlord/Property Manager's Acknowledgement				
<p>I hereby acknowledge that the above is an accurate assessment of the condition of the property as of the date signed. I agree to comply with the JBLM HSO baseline standards. I understand that if I do not conform to or maintain these standards, my rental property listings may be removed without notice.</p> <p>Landlord/Property Manager _____</p> <p style="padding-left: 100px;">Print</p> <p>_____</p> <p style="padding-left: 100px;">Sign</p> <p style="text-align: right;">Date: _____</p>				