

## **BUILDING/APARTMENT PRE-INSPECTION CLEARANCE CHECKLIST**

**In order to qualify for a LINC inspection, the following criteria must be met. You can check all of the Department of Housing Preservation and Development (HPD) related items below at [https://hpdonline.hpdnyc.org/HPDOnline/provide\\_address.aspx](https://hpdonline.hpdnyc.org/HPDOnline/provide_address.aspx) or by entering the property address into the HPDONLINE section of HPD's page ([www.nyc.gov/hpd](http://www.nyc.gov/hpd)). HPDONLINE will provide access to all of the detailed information about the HPD building violations and Orders (listed as class I violations), litigation status, and any enforcement program that may be active at the property.**

The building must not have any open vacate orders issued by either the Department of Housing Preservation and Development (HPD) or the Department of Buildings (DOB) which affect either the entire building or the individual apartments being utilized through LINC. You may check for the DOB vacate orders at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).

The building must not have any open Stop Work Orders issued by the DOB. This information is available at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).

There must not be any open HPD lead-based paint violations in the apartment to be used for the LINC program. If there are open lead-based paint violations, the owner must correct those violations first. You can call HPD at 212-863-LINC to obtain guidance on how to clear those violations.

The building must not currently be involved in any HPD litigation. All judgments must be paid.

The buildings must not be part of HPD's Alternative Enforcement Program or Underlying Conditions Program.

**If none of the above issues apply to the building, apartment, you should inspect the apartment yourself for the items listed on the below checklist. All of these items will be reviewed during HPD's inspection and may lead to a failed inspection.**

**FAILURE CONDITIONS CHECKLIST**

*The presence of any of the following conditions may cause an apartment to be rejected for participation in the program.*

Battery operated or hard-wired smoke detector not present on each floor of the unit including basement
Absence of hand rail
Absence of railings around porch or balcony which is 30 inches or more above ground
Acceptable secondary fire exit not present
Adequate covered refuse facilities or equipment are not present
Air infiltration -wall
Apartment Door Broken/Missing
Apartment Under Construction
Badly cracked outlets
Bare electrical wires present
Bathroom not present
Battery removed from smoke detector
Broken, Non-insulated, or Frayed wiring
Broken, rotting or missing steps
Broken/Missing Door Lock and/or Latch Set at apartment door
Broken/Missing Smoke Detector
Building Entrance Door Missing/Broken
Carbon Monoxide detector missing/defective/improperly installed
Damaged or loose structural members
Damaged or missing parts at floor
Defective Receptacle Outlets
Door open to the outside (fire escape, porch or other outside place that can be reached from the ground) or common public hall is not
Drain does not have a "gas trap"
Drain is not properly connected
Drain is not properly working
Elevator not operable
Evidence of rats, mice or other vermin present
Exposed fuse box connections
Facilities for temporary storage and disposal of food wastes not present
Falling or in danger of falling loose surface materials at ceiling
Fire exit door or window is blocked
Fire Exit window or door is broken or missing
Floor - Other hazardous defect
Foundation compromised
Fuel source shut off by utility company
Gutters, downspouts or soffits show signs of serious decay and allow the entry of significant air or water into the interior of the
Hazardous gas hook-up for oven and/or stove
Heating equipment not capable of providing adequate heat either directly or indirectly to all rooms used for living
Heating equipment not present
Heavy accumulation of trash, garbage or other debris present in common areas or exterior
Illegal Cellar or Basement Apartment
Illegal Double Cylinder Lock at apartment entrance door
Improper types of wiring, connections, or insulation
Inoperable Ground Fault Circuit Interrupters (GFCIs)
Insecure railings around porch or balcony which is 30 inches or more above ground
Intercom Not Working
Kitchen not present
Large holes or missing parts at wall or ceiling
Light fixture hanging from electrical wiring without other firm support or fixture
Living Room not present
Loose, broken, or missing steps at public hall
Microwave not working and either oven or stove not present
Missing cover plates on switches or outlets
Missing or broken handrail on extended section of stairs
Missing or broken railing for an unprotected height at public hall stairs
No access to basement
No Access to room
No window present
One outlet and/or one outlet permanently installed ceiling or wall light fixture not present
Other Emergency/Health Safety
Other hazardous defect at ceiling
Other hazardous defect at floor
Other hazardous defect at wall
Other hazardous defect at window
Other serious condition at building exterior
Other serious defects at stairs, rails and porches
Other smoke detector violation
Outlet located where water may splash or collect
Outlet or permanently installed ceiling or wall light fixture not working
Oven and/or stove missing knobs
Oven not working
Oven or substitute microwave and stove or range with top burner or substitute microwave not present

Overloaded circuits evidenced by frequently blown fuses
Peeling paint/deteriorated surface - potential lead-based paint
Permanent Light fixture not present
Permanent Light fixture not working
Permanently installed Wash basin not present
Permanently Sink not present in the kitchen or kitchen area
Pipes produce noticeably brownish water
Potential structural collapse
Presence of mold or mildew
Protruding nail(s) present
Refrigerator does not maintain a temperature low enough to keep food from spoiling over a reasonable period of time
Refrigerator not present
Refrigerator not working
Remove double cylinder lock
Severe buckling or major movement under walking stress
Severe bulging, buckling or leaning at ceiling
Severe bulging, buckling or leaning at wall
Severe bulging, buckling, leaning, or evidence of water leak
Significant grease build-up in stove or oven (fire hazard)
Sink does not have running cold water from the faucets
Sink does not have running hot water from the faucets
Smoke detector broken or not working
SRO Bldg does not have at least one private flush toilet, lavatory basin and bathtub or shower in proper operating condition for each 6 persons or fewer
SRO Bldg does not have required sprinkler system and/or hard-wired smoke detectors
SRO Unit - Exterior doors or windows are not lockable
SRO Unit accessible only by passing through another unit
SRO Unit contains less than the required 110 sq.ft. of floor space
SRO Unit contains less than the required 4 sq.ft. of closet space
SRO Unit--Sanitary facilities are not located on same floor or more than one floor above or below unit
Stairs, porches, balconies or decks with severe structural defects
Steam Valves Defective
Stove or range with top burners not working
Surface has large holes or other defects that would result in significant air or water infiltration
Surface has potential of structural collapse, buckling, sagging
There is no built in space for food storage and preparation and there is no room for a table or portable storage cabinet.
Three-pronged outlet not properly grounded
Toilet connections, vents or traps are faulty to the extent that severe leakage of water or gases occur
Toilet does not have a trap
Toilet flushing mechanism does not function properly
Toilet is clogged
Toilet is not connected to a sewer drain
Toilet is not connected to water supply
Toilet is not in an enclosed room within the unit
Toilet not present
Tripping hazard present at interior stairs or common halls
Tub or Shower is not connected to a properly operating drain
Tub or Shower is not connected to a system that will deliver hot and cold running water
Tub or Shower is not present
Tub or Showerconnectors, vents or traps are faulty to the extent that severe leakage of water or gases occur
Two outlet(s) or one outlet plus a permanently installed ceiling or wall light fixture not working
Unit cannot be accessed without having to go through another unit
Unit does not have adequate ventilation by means of openable windows and/or a working cooling system
Vent system not present
Vent system not working
Wash basin connectors, vents or traps are faulty to the extent that severe leakage of water or gases occur
Wash basin is not connected to a properly operating drain
Wash basin is not connected to a system that will deliver hot and cold running water
Water heater installation and/or venting does
Water heater is not working
Water heater not present
Window guards missing/defective/improperly installed
Window does not close
Window does not form reasonably tight seal
Window leading to outside (basement, first floor, fire escape, porch or other outside place that can be reached from the ground) is not lockable
Window showing signs of severe deterioration Missing or broken panes
Window showing signs of severe deterioration--Dangerously loose or cracked panes
Window showing signs of severe deterioration--Other
Window showing signs of severe deterioration--Window does not close
Wires located in or located near standing water