

COLUMBUS HOUSING AUTHORITY INSPECTION SHEET

EFFECTIVE DATE: _____ MOVE-IN _____ MOVE-OUT _____ ROUTINE _____
 TURNED IN KEYS? YES _____ NO _____ DATE: _____ CHARGE? YES _____ NO _____
 TENANT: _____ UNIT# _____ BR: _____
 ADDRESS: _____ DATE MOVED IN: _____

CONDITION SYMBOLS: A= ACCEPTABLE B= BROKEN C= CLOGGED D=DIRTY DM= DAMAGED L= LEAKING
 M= MISSING NWT= NORMAL WEAR & TEAR RC= REPLACE RP= REPLACE

ITEM DESCRIPTION	CONDITION SYMBOL	CHARGES	# OF CHARGES	TOTAL	EXPLANATION OF CONDITIONS	COMPLETED
OUTSIDE						
HAULING TRASH		\$30.00				
YARD CLEAN-UP		\$25.00				
VINYL SIDING						
GARBAGE CAN		\$95.00				
ENTRANCES						
STORM DOOR		\$300.00			FRONT BACK	
STORM DOOR SCREEN					FRONT BACK	
STORM DOOR PLUNGER		\$20.00			FRONT BACK	
STORM DOOR LOCKS					FRONT BACK	
STEEL DOOR		\$350.00			FRONT BACK	
PEEP HOLE		\$8.00			FRONT BACK	
DEAD BOLT		\$18.00			FRONT BACK	
CHANGE LOCKS		\$75.00			FRONT BACK	
PAINT DOOR						
LIVING ROOM						
BROKEN WINDOW		\$95.00				
WINDOW SCREEN		\$40.00			WM ROBERTS \$16 FIBERGLASS	
WINDOW LOCK						
LIGHT FIXTURE		\$20.00				
GLOBE		\$12.00				
LIGHT BULB		\$6.00				
LIGHT SWITCH		\$8.00				
LIGHT SWITCH COVER		\$4.00				
RECEPTACLE		\$8.00				
RECEPTACLE COVER		\$4.00				
CEILING FAN		\$75.00				
CEILING FAN GLOBE		\$12.00				
SHEETROCK						
CURTAIN ROD		\$6.00				
CURTAIN ROD BRACKET		\$2.50				
CLOSET DOOR						
DOOR KNOB		\$10.00				
BASE BOARD/TRIM						
FLOOR TILE (PER SQUARE)		\$2.50				
PAINT (PER ROOM)		\$50.00				
REMOVE PAPER BORDER		\$40.00				

SUBTOTAL OF PAGE 1 _____

HALLWAY(S)

LIGHT FIXTURE		\$12.00			UPSTAIRS DOWNSTAIRS
GLOBE		\$8.00			UPSTAIRS DOWNSTAIRS
CLOSET DOOR					UPSTAIRS DOWNSTAIRS
LIGHT SWITCH		\$8.00			UPSTAIRS DOWNSTAIRS
LIGHT SWITCH COVER		\$4.00			UPSTAIRS DOWNSTAIRS
RECEPTACLE		\$8.00			UPSTAIRS DOWNSTAIRS
RECEPTACLE COVER		\$4.00			UPSTAIRS DOWNSTAIRS
REPLACE SMOKE DETECTOR		\$30.00			UPSTAIRS DOWNSTAIRS
SMOKE DETECTOR BATTERY					UPSTAIRS DOWNSTAIRS
SHEETROCK					UPSTAIRS DOWNSTAIRS
REMOVE PAPER/BORDER					UPSTAIRS DOWNSTAIRS
PAINT					UPSTAIRS DOWNSTAIRS
FLOOR TILE (PER SQUARE)		\$2.50			UPSTAIRS DOWNSTAIRS

KITCHEN

STOVE SERIAL # _____	REFRIGERATOR SERIAL # _____	
NEW STOVE	\$260 - \$280	
CLEAN STOVE	\$20.00	
REPAIR STOVE		
HOOD/VENT	\$75.00	
NEW REFRIGERATOR	\$400.00	
CLEAN REFRIGERATOR	\$20.00	
CLOGGED DRAIN	\$20.00	
FAUCET	\$28.00	
STOPPER	\$2.00	
STRAINER BASKET	\$4.00	
FLUORESCENT FIXTURE	\$42.00	
FLUORESCENT BULB	\$6.00	
LIGHT BULB	\$6.00	
LIGHT SWITCH	\$8.00	
LIGHT SWITCH COVER	\$4.00	
RECEPTACLE	\$8.00	
RECEPTACLE COVER	\$4.00	
CURTAIN ROD	\$6.00	
CURTAIN ROD BRACKET	\$2.50	
REPLACE COUNTERTOP	\$150.00	
REPAIR COUNTERTOP		
REPLACE DRAWER	\$30.00	
REPAIR DRAWER	\$20.00	
REPLACE CABINET DOOR	\$35.00	
REPAIR CABINET DOOR	\$10.00	
REFINISH CABINET	\$25.00	
BROKEN WINDOW	\$65.00	
REPLACE WINDOW SCREEN	\$40.00	WM ROBERTS \$16 FIBERGLASS
WINDOW LOCK		
FLOOR TILE (PER SQUARE)	\$2.50	
VINYL FLOORING (SQ FT)	\$8.00	
BASEBOARD/TRIM		
PAINT	\$50.00	
REMOVE PAPER/BORDER	\$40.00	
SHEETROCK		

SUBTOTAL OF PAGE 2 _____

BEDROOMS

INTERIOR DOOR		\$85.00				
DOOR KNOB		\$10.00				
LIGHT FIXTURE		\$12.50				
GLOBE		\$10.00				
CURTAIN ROD		\$6.00				
CURTAIN ROD BRACKET		\$2.50				
CLOSET DOOR		\$85.00				
CLOSET ROD		\$12.00				
FLOOR TILE (PER SQUARE)		\$2.50				
BROKEN WINDOW		\$95.00				
WINDOW SCREEN		\$50.00			WM ROBERTS \$16 FIBERGLASS	
WINDOW LOCK		\$10.00				
LIGHT SWITCH		\$4.00				
LIGHT SWITCH COVER		\$4.00				
RECEPTACLE		\$8.00				
RECEPTACLE COVER		\$4.00				
PAINT		\$50.00				
REMOVE PAPER/BORDER		\$40.00				
SHEETROCK						
BASEBOARD TRIM						

STAIRWELLS (WM ROBERTS ONLY)

REPAIR STAIRS						
HAND RAIL						
LIGHT FIXTURE		\$12.00				
GLOBE		\$8.00				
LIGHT SWITCH		\$8.00				
LIGHT SWITCH COVER		\$4.00				
PAINT						
BASEBOARD/TRIM						

MISCELLANEOUS

CLEAN HEAT/COOL UNIT						
CHANGE FILTER						
REPLACE HEAT/COOL THERMOSTAT		\$25.00				
REPLACE HVAC		Varies to Ton				

SUBTOTAL OF PAGE 4 _____

LIST ANY ADDITIONAL INFORMATION/CHARGES NOT LISTED ABOVE: _____

SUBTOTAL OF PAGE 1: _____

SUBTOTAL OF PAGE 2: _____

TOTAL CHARGES TO TENANT:

SUBTOTAL OF PAGE 3: _____

SUBTOTAL OF PAGE 4: _____

\$ _____

TOTAL OF CHARGES: _____

DATE INSPECTED: _____

Employee SIGNATURE: _____

TENANT SIGNATURE: _____

DATE COMPLETED: _____

EMPLOYEE Signature: _____