

Oakland Housing Authority
1540 Webster Street, Oakland, CA 94612
Tel: (510) 587-2100
Fax: (510) 587-2131

Please submit this form with the Request for Tenancy Approval.

Unit Amenities

Dear Owner: To ensure the most accurate contract rent with comparable units in the area, please check any of the following amenities that apply to this unit.

	Address:		
1.	What is the approximate square footage of the unit?		
2.	How many bathrooms does the unit have?		
		Yes	No
			Owner Provided
3.	Does the unit have a stove/refrigerator/microwave/dishwasher? If yes, circle:		
4.	Is there a garbage disposal?		
5.	Does the unit have washer/dryer/hookups/onsite? If yes, circle:		
6.	Does the unit have a carport/off street/garage? If yes, circle:		
7.	Does the house have central heating/wall/floor/baseboard? If yes, circle		
8.	Does the unit have ceiling fan(s)?		
9.	Is the unit in a gated community?		
10.	Will lawn/landscape service be provided as part of the rent?		
11.	Will pest control be provided as part of the rent?		
12.	Additional Rooms: Family room/Den/Formal dining room? If yes, circle		
13.	Does the owner pay all utilities?		
14.	Please rate property: <input type="checkbox"/> Fair <input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Very good		
15.	Please list any recent improvements or upgrades made in the last year:		
	1.		
	2.		
	3.		

Pre-Inspection Checklist

To ensure a Pass rating, the items listed below must be in working order or repairs completed prior to the Housing Quality Standards (HQS) Inspection. A failed inspection will create delays in new contract approval.

		Yes	No
1.	All utilities must be on (PG&E, water)		
2.	Unit vacant and free of debris (interior/exterior), all owner's personal belongings removed		
3.	Smoke detectors operable on each level of the home, including the basement		
4.	Repairs or rehabilitation completed (painting, carpet replacement, etc.)		
5.	Doors do not have double key dead bolt locks		
6.	All windows accessible from the outside must have working locks		
7.	Operable heater		
8.	Cover plates on all electrical outlets and light switches		
9.	Operable appliances such as stove, range & refrigerator. Stove must have readable control knobs.		
10.	Plumbing leaks repaired		
11.	Chipping, peeling paint on any painted surface removed		
12.	Free of pest or rodent infestation		
13.	Water heater must have a pressure valve and a discharge pipe		
14.	Bathrooms must have exhaust fan and/or window for proper ventilation		

The Owner/Agent certifies that they have completed a walk-through of the unit and that it is ready for the initial inspection.

Owner/Agent Signature: _____ **Date:** _____