

## Housing Safety Checklist

Many kinds of defects can make a rental unit unsafe. Property owners should maintain their rental units in a condition fit for “occupancy of human beings,” and the rental unit must comply with building and housing code standards. If your house or apartment **substantially lacks** any of the items on the following checklist, it may be unsafe.

The following checklist is provided for you to inspect your dwelling to help identify and remedy possible defects. City staff can visit you to assist with the inspection, but the following three steps are helpful and should be taken:

We recommend you first take the following three steps before contacting the City about needed maintenance or repairs,

- 1. If you respond “NO” to any of the questions listed below, verbally notify your owner/manager of the condition.**
- 2. Follow-up in writing (you can use this form) and request that your landlord make the necessary repairs. For non-urgent repair requests, the owner/manager has up to 30 days to respond. For urgent repair requests, the owner/manager has 3 days to respond and address the repair.**
- 3. If you are not able to resolve the request for repair, please complete this form and submit it to the Community Preservation Section. Staff will contact you within five business days of receiving this form.**

### QUESTIONS?

**Please feel free to contact our office by telephone at (510) 494-4430.**

	YES	NO
1. Is there a working toilet, mounted solidly and not leaking?		
2. Is there hot and cold running water?		
3. Are smoke detector(s) and carbon monoxide detector(s) installed and working?		
4. Is there a washbasin and bathtub or shower in the unit?		
5. Is the bathroom able to vent to outside with either a fan or window?		
6. Are the walls surrounding the tub/shower free of mold and water damage?		
7. Is the heating system in good working order?		
9. Is the unit free from infestation of harmful insects and rodents?		
10. Is there adequate trash receptacle(s)?		
11. Are the windows and doors weather-tight and not broken?		
12. Are screens present and intact for all openable windows?		
13. Do all windows and exterior doors lock?		
14. Are the floors, stairways, and railings in good condition?		
15. Are the walls, windows and roof free from water leaks?		
16. Is there mold that was not able to be cured by following the recommended cleaning practices published in the California DHS “Mold in My Home: What Do I Do?”		

publication? This can be found at: <a href="http://www.cdph.ca.gov/PROGRAMS/IAQ/Pages/IndoorMold.aspx">www.cdph.ca.gov/PROGRAMS/IAQ/Pages/IndoorMold.aspx</a>		
17. Are the walls free from flaking or peeling paint?		

If you would like a City representative to address your concerns, please provide the following required information:

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Property Owner or Manager's Name and Phone:**

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

This form can be faxed to: 494-4398

mailed to: Community Preservation  
PO Box 5006  
Fremont, CA 94537-5006

or personally delivered to: Fremont Development Services Center  
39550 Liberty Street  
Fremont, CA 94538