

# Tenant and Landlord Inspection Form

PROPERTY ADDRESS \_\_\_\_\_

\_\_\_\_\_

BUILDING NO. \_\_\_\_\_ APARTMENT NO. \_\_\_\_\_

DATE \_\_\_\_\_

Print - Tenant's Name Performing the Inspection

\_\_\_\_\_

Print - Landlord's Name Performing the Inspection

\_\_\_\_\_

Please list the names of all persons occupying the dwelling unit (other than overnight guests).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The City of Fort Worth Code of Ordinances requires a "Tenant and Landlord Inspection" of each dwelling in a multifamily dwelling complex. The inspection must be performed together by the tenant and landlord:

- 1) a minimum of once a year; or
- 2) when the occupancy of the dwelling changes.

THE TENANT MUST ANSWER THE FOLLOWING QUESTIONS BY CIRCLING EITHER YES OR NO.

- |           |   |
|-----------|---|
| YES -- NO | Has the Landlord installed a smoke alarm in this residence?   |
| YES -- NO | Did you check to make sure the smoke alarm works?   |
| YES -- NO | Do you know the Tenant must replace smoke alarm batteries?  |
| YES -- NO | Do you know a portable barbecue or cooking appliance cannot be used on a balcony, walkway, landing or within ten (10) feet of a building? |
| YES -- NO | Do all electrical outlets, switches or lighting fixtures operate properly?  |
| YES -- NO | Have you seen exposed electrical wiring inside or outside the residence?  |
| YES -- NO | Have you noticed sewage leaking from inside or outside of the residence?  |

- YES – NO Have you noticed water leaking from inside or outside of the residence?
- YES – NO Are any of the drains clogged?
- YES – NO Have you noticed the odor of gas inside or outside of the residence?
- YES – NO Where evidence of infestation exists, has the dwelling been exterminated within the last 30 days?
- YES – NO Is there broken glass in the window or door frames?
- YES – NO Do the windows and doors lock properly?
- YES – NO Is there a door viewer (peephole) installed in each exterior door?
- YES – NO Is there a keyless bolting device on exterior doors that doesn't require special knowledge or tools to open?
- YES – NO If a sliding door is present, is it equipped with a pin lock?
- YES – NO Is the building marked with contrasting property address numbers?
- YES – NO Is the dwelling unit number marked at the entrance to the unit?
- YES – NO Has the Landlord advised the tenant the appropriate way to report problems to the Landlord?
- YES – NO In case of an emergency, does the tenant have an evacuation plan?
- Where is your meeting place?  
\_\_\_\_\_
- YES – NO Has the Landlord provided the tenant with a copy of the Fort Worth Rental Handbook?

If the Tenant disagrees with any notation made by the Landlord, the Landlord shall permit the Tenant to make comments on the space below prior to signing it.

The Tenant has been advised to contact the following named property employee, \_\_\_\_\_ at telephone number \_\_\_\_\_, where this employee can be contacted during any twenty-four period, to respond to emergencies such as a fire, natural disaster, flood, collapse hazard, burst pipes or violent crime.

The Tenant has been advised: TO REPORT UNRESOLVED VIOLATIONS OF CITY CODE MAINTENANCE STANDARDS FOR THESE PREMISES, CONTACT THE CODE COMPLIANCE DEPARTMENT AT (817) 392-1234.

We the Tenant and Landlord confirm, the above inspection report reasonably depicts the general condition of apartment number \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ Year\_\_\_\_\_.

The Landlord must provide a copy of this signed form to the tenant. The Landlord must maintain this form for a minimum of three (3) years, and make it available for examination by the Code Compliance Department.

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Tenant's Signature

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Landlord's Signature