

Revised: 7/7/25

### **Biannual Unit by Unit Inspection Policy**

#### **Purpose:**

To ensure the ongoing maintenance, safety, and compliance of all residential units (all employee-occupied units are to be included as well), Property Managers are required to conduct thorough unit inspections twice per year.

#### **Frequency:**

Inspections must be completed biannually, with target completion dates of **April** and **October** each year.

#### **Scope of inspection:**

Each inspection must include but is not limited to checking for the following:

- Water leaks (kitchen, bathroom, under sinks, ceilings, around windows, etc.)
- Over-occupancy in violation of lease agreements.
- Housekeeping conditions (including excessive clutter or unsanitary conditions)
- Damage or maintenance issues requiring repair
- Smoke detectors (presence, operability, battery status)
- Unauthorized animals
- Signs of pests (insects, rodents, etc.)

#### **Documentation & Reporting:**

- Property Managers must document findings on an approved inspection checklist for each unit on an approved inspection checklist for each unit. This checklist may be found under the employee portal on our company website.
- All inspection forms and summaries must be submitted to the Regional Manager upon completion. Regional Managers will then upload all inspections to the DBI network under “Biannual Unit Inspections”.
- Completed inspection reports are due no later than the last business days of April and the last business days of October.

#### **Responsibility:**

Conducting and documenting these inspections is a required part of the Property Manager's job duties. Failure to complete inspections accurately and on schedule may result in corrective action.

**Follow – Up:**

All issues identified must be addressed promptly. Maintenance requests should be entered for any needed repairs, and any lease violations such as over occupancy or unauthorized animals must be handled according to company protocol and fair housing guidelines.