

Requirements for Validation

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| <input type="checkbox"/> Unit must be VACANT
*No personal belongings other than items included in lease.
<input type="checkbox"/> Power must be ON
<input type="checkbox"/> Running hot and cold water must be ON
<input type="checkbox"/> Fire extinguisher (A B C certified)
<input type="checkbox"/> Unit MUST BE CLEANED and READY FOR MOVE-IN
*Well maintained & does not pose a health, safety or fire hazard.
<input type="checkbox"/> Accessibility of roadways for emergency vehicles
<input type="checkbox"/> Lead Base Paint Disclosure
<input type="checkbox"/> Smoke Detectors (bedrooms & hallway)
*Must be fully operational
<input type="checkbox"/> Carbon Monoxide Detector *Must be fully operational*
(Each Level of the dwelling / outside of sleeping areas)
<input type="checkbox"/> If dwelling is made of materials other than concrete, a structural analysis/certificate of construction must be provided to justify the integrity of dwelling
<input type="checkbox"/> All major appliances must be provided
(Refrigerator, Stove, Washer & Dryer or Common Area Laundry Facility if washer/dryer are not provided) | <input type="checkbox"/> Air Conditioned (All bedrooms and living area)
<input type="checkbox"/> Screens on all windows
<input type="checkbox"/> Electrical panel labeled
<input type="checkbox"/> GFCI outlets (within 6 feet of water source)
<input type="checkbox"/> Range hood/Exhaust system
<input type="checkbox"/> Detail Sales/Rental Listing
<input type="checkbox"/> Map to Location
<input type="checkbox"/> Business License (effective 01 Jan 2017)
<input type="checkbox"/> Must Comply with Navy Housing Inspection Criteria (effective 01 Aug 2019)
<input type="checkbox"/> Landlord "MUST" provide proof of compliance with local laws if any of the items on the CNIC checklist are not met
<input type="checkbox"/> All window coverings with accessible cords 8" or longer must be secured
<input type="checkbox"/> Must have Local POC for maintenance related issue and stipulated in the lease |
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**** I understand that inspection will NOT be scheduled / conducted if requirements listed above are not met.** _____**

Landlord/Realtor must provide status of the unit availability (occupied/vacant) to the housing office every 60 days. Failure to contact/update housing will result in the removal of your unit from our available rental listing.

NOTE: Please be advised that site inspections for service member's in receipt of a lease agreement takes precedence over a validation inspection for landlords requesting to list their property with the Housing Office.

NOTE: If owner is off-island, a Local Point of Contact or Property Manager with Power of Attorney to act in behalf of the owner.

Landlord Name: _____ Email: _____ Phone No: _____

Listing Agent's Name: _____ Email: _____ Phone No: _____

Leasing Agent's Name: _____ Email: _____ Phone No: _____