

Affordable Compliance Inspection Readiness Checklist

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✓ Administrative Readiness

1. Confirm all certifications (HUD, LIHTC, RD) are current in your system
2. Verify recertification notices are generated and documented
3. Ensure tenant files include all required eligibility documentation (income, assets, household composition, etc.)
4. Review tenant files to confirm they are complete, accurate, and audit-ready
5. Verify past inspection and audit findings have corrective actions documented and completed

✓ Health & Safety Checks

1. Inspect smoke detectors, CO detectors, and fire extinguishers
2. Inspect HVAC systems for proper operation and filter changes
3. Confirm emergency exits are unobstructed and clearly marked
4. Check lighting in common areas, hallways, and stairwells

✓ Unit-Level Inspections

1. Verify plumbing is operational with no leaks or drips
2. Ensure appliances are functional and safely installed
3. Check windows and doors for security, weather stripping, and locks
4. Confirm no evidence of pests, mold, or water damage



continued →

✔ **Property & Grounds**

1. Inspect walkways, parking lots, and outdoor lighting for hazards
2. Confirm playgrounds, pools, and outdoor amenities meet safety standards
3. Check landscaping and drainage for potential safety issues
4. Inspect fences and perimeter access points to ensure security and safe entry/exit

✔ **Documentation & Reporting**

1. Ensure all inspection results are documented and corrective actions tracked
2. Generate compliance reports for HUD, LIHTC, and RD as required
3. Confirm data accuracy across layered funding programs
4. Schedule re-inspections or follow-ups in advance of deadlines

How ResMan Helps:

- ✔ **Automates recertifications and compliance reporting**
- ✔ **Centralizes waitlist and applicant tracking**
- ✔ **Flags errors with smart guardrails before inspections**
- ✔ **Provides a Compliance Center dashboard with real-time visibility**

Don't just prepare for inspections—
stay inspection-ready every day with

ResMan Affordable.

Ready to simplify compliance?
Scan to request your personalized demo.

