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DISTRIBUTION: ALL STAFF

**REVISION TO THE PRECLEARANCE AND WALKTHROUGH PROCESS
 FOR MOVES WITH RENTAL ASSISTANCE PROGRAMS**

(This Policy Bulletin Replaces DSS-PB-2019-004)

Subtopic(s): CityFHEPS, FHEPS, SOTA

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■ INTRODUCTION

Following final adoption and publication of the agency rule streamlining the City's rental assistance programs and aligning them with the State rental assistance program, the agency has finalized new policies, procedures, and forms for its streamlined apartment review process. This enhanced process includes a standardized preclearance and walkthrough review procedure, and applies to clients moving into units in the following housing subsidy programs:

- City Fighting Homelessness and Eviction Prevention Supplement (CityFHEPS);
- Family Homelessness and Eviction Prevention Supplement (FHEPS); and
- Special One-Time Assistance Program (SOTA) (in NYC only)

The purpose of the standardized preclearance and walkthrough process is to help evaluate the safety and habitability of units that are being considered for rental by CityFHEPS FHEPS, and in-city SOTA participants, and to establish consistency throughout these housing subsidy programs.

The preclearance process consists of an online review of housing unit and/or building code violations and other information through databases of the following New York City agencies:

- Housing Preservation and Development (HPD)
- Department of Buildings (DOB)
- Department of Finance (DOF)
- Fire Department (FDNY)
- Department of Health and Mental Hygiene (DOHMH)

Preclearance checks are conducted in a web application (Web App) and follow a standardized checklist using the Website Clearance Checklist (**DSS-10**).

Following a passed preclearance, a walkthrough of the housing unit will be performed using the Apartment Review Checklist (**DSS-10a**) or the Room and SRO Review Checklist (**DSS-10d**). The **DSS-10a** and **DSS-10d** consist of a series of questions to evaluate the safety and habitability of a building and/or unit and to ensure the walkthrough is conducted consistently.

In addition, DSS Accountability Office (DSS-AO) has created the Rental Assistance Integrity (RAI) Unit, which conducts quality assurance (secondary) reviews of walkthroughs and preclearance, verifies eligibility and landlord information, responds to various integrity issues as needed, and participates in ongoing review of the program and processes in conjunction with the Department of Social Services (DSS), Human Resources Administration (HRA), and Department of Homeless Services (DHS). The integrity unit also handles complaints and referrals from program staff regarding clients, landlords, and other third parties.

■ REVISIONS TO THE ORIGINAL POLICY BULLETIN

This policy bulletin is being revised to provide greater detail on the preclearance process, including unit and building condition requirements, pass and fail criteria, and the online sources used for unit and building verification. This policy bulletin is also being revised to provide the time frame on how long preclearance checks and walkthroughs are valid for once a unit passes.

■ PRECLEARANCE PROCESS

The preclearance process is an integral responsibility of the DHS Rehousing Division's Clearance and Apartment Review (CAR) unit. The CAR unit serves as the gatekeeper for CityFHEPS, FHEPS, and in-city SOTA units that are being considered for rental by subsidy participants. Before any apartments within the building can be rented, it must be vetted for violations that may have a direct impact on the habitability of the unit.

Before a walkthrough is conducted by DHS, HRA, or provider staff, CAR's Clearance unit performs a series of checks to verify the ownership of the potential apartment that has been selected and ensure that there are no serious actions being taken by other City agencies to remedy the physical condition of the unit or building.

A landlord, real estate broker, housing specialist, or Community Based Organization (CBO) can make a request by accessing the DSS Offer Portal to submit a registration of the building and apartment.

The DSS Offer Portal can be accessed at: <https://a071-dhsapps.nyc.gov/landlordportal/>

Once the registration has been completed, the user receives a registration number as confirmation of registration. At the same time, the information is transmitted to the DHS Inspection-Web-application for processing.

Note: The Building and Unit Preclearance Guide (**DSS-10g**) has been created to provide guidance to staff on the steps required for the preclearance process. Additionally, the **DSS-10g** describes the criteria for passing and failing a preclearance check and provides links to the various preclearance verification websites and documents.

The CAR unit conducts a clearance of all apartments, single room occupancy (SRO) units, and rooms that are registered through the DSS Offer Portal, except for units associated with clients of HRA's Office of Domestic Violence Services (DVS), which are handled through a separate process designed to adhere to the client's safety plan and to protect client confidentiality. With respect to preclearance, DVS Housing Specialists (HS) conduct preclearance reviews for DVS clients.

CAR's Clearance Unit prints the registrations and determines the year in which the building was built through the Department of Finance. CAR will access various agency websites to verify that the housing unit and building do not have open violations and meet other specified standards. Refer to the Website Clearance Checklist (**DSS-10**) for a complete listing of the agencies and the specific violations and standards being reviewed.

Clearance staff will review the Certificate of Occupancy (CO) to ensure there are no issues that would prevent occupancy in the unit. If there is no CO for the building, Clearance staff may accept a Letter of No Objection from the DOB.

If the clearance request indicates that the unit has a legal basement, attic, or cellar apartment, it must be reflected on the CO. In these situations, if the CO does not show that the unit has a legal basement, attic, or cellar apartment, the housing unit will fail the clearance. In this scenario, due to the unit failing the preclearance, the housing/shelter provider will not conduct a walkthrough.

In other situations, housing units may not be identified as a basement, attic, or cellar apartment during preclearance. CAR's review of such housing units is discussed in the [Apartment](#) section of the Walkthrough Process.

The housing unit may be re-registered on the Offers website when any violation has been addressed and resolved with the appropriate agency. When the housing unit is re-registered, the Clearance Unit will conduct a new clearance of the building and housing unit.

If the housing unit passes or fails the clearance, the results are recorded in the Web App. The Web App will automatically send an email of the results to the email address provided during registration. Upon passing the preclearance, a walkthrough of the housing unit can be scheduled.

Note: In the Walkthrough section of this procedure, please refer to the [Apartments](#) and [Rooms/SROs](#) sections for information on the scheduling of walkthroughs.

All housing units that are registered on the DSS Offers website will be recorded on the CAR clearance tracker, except for units associated with clients of DVS and buildings that are outside the five boroughs of New York City.

The Clearance Unit adds the clearance results to the clearance tracker, which is distributed to DHS's Packet Review and Rental Processing Unit (PRRP) and HRA's Homelessness Prevention Administration (HPA), Adult Protective Services (APS), DVS, Office of Supportive and Affordable Housing and Services (OSAHS), and DSS's Office of Program Accountability (OPA) via email on a daily basis. The clearance tracker shows which housing units were reviewed on a particular day and whether they passed or failed.

Note: A preclearance that passes is valid for 180 days and a walkthrough that passes is valid for 120 days. If the unit becomes occupied within the 120-day walkthrough period and then the client moves out, another walkthrough must be conducted; however, the preclearance will continue to remain valid for the duration of the 180 days.

Roles and Responsibilities

Preclearance checks are performed exclusively by City staff. The units performing preclearance checks are as follows:

- DHS CAR Unit – Perform checks for shelter residents and community applicants.
- DVS staff – Perform checks for HRA DVS clients.
- OSAHS staff – Perform checks for OSAHS clients.

Clearance Process Summary

The following unit and building characteristics must be verified:

- Ownership
- Block, Lot, and Address
- Certificate of Occupancy (CO)
- Compliant with Subletting
- By-laws: if condominium (deed) or cooperative (share certificate)

The unit and building must also meet the following conditions:

- No open vacate orders.
- No open lead violations in the unit or common areas.
- No comprehensive litigation or heat and hot water violations with the Department of Housing and Preservation Development (HPD).
- Not listed in the HPD Alternative Enforcement Program (AEP). The AEP is an additional enforcement program that HPD uses to enforce the correction of housing maintenance conditions in distressed multiple dwellings.
- No lis pendens (pre-foreclosure) filing.

Online Verification Sources

This section provides the online sources that are used by DHS CAR to verify the unit and building information.

- **The Automated City Register Information System (ACRIS)**: ACRIS is maintained online by the Department of Finance (DOF) and stores property records for Manhattan, Queens, Bronx, and Brooklyn from 1966 to present.

Keywords: Ownership/Address

Link to the system: [ACRIS](#)

- **Department of Housing Preservation and Development (HPD) Online**: HPD Online maintains a record of building registration, emergency conditions, violations, housing litigation, and other building information.

Keywords: I-CARD / Vacate Orders / Lead Violations / Comprehensive Litigation / Alternate Enforcement Program

Link to the system: [HPD Online](#)

- **Building Information System (BIS) and DOB NOW**: BIS and DOB NOW are Department of Buildings (DOB) systems that maintain online records regarding building information, complaints, violations, actions, applications, and inspections.

Keywords: Certificate of Occupancy Vacate Order / Illegal Conversion / Stop Work Order / Work without Permit

Links to the systems: [BIS](#) and [DOB NOW](#)

- **Property Shark**: Property Shark is a company that compiles lis pendens filings.

Link to the website: [Property Shark](#)

Clearance Process for Class “A” Units (Apartments)

Using the information from the Registration form, DHS CAR must verify the block and lot and address on DOB’s BIS and DOB NOW and proceed as follows:

- If the building information matches, this step is a pass.
- If the block and lot or address does not match, confirm the information with the shelter provider, landlord, or broker.

- If DOB Online indicates the unit is a cooperative or condominium, request the share certificate or deed, respectively, for the unit that is being offered for rental.

Ownership: Verify the owner's name on the ACRIS website and proceed as follows:

(For Staten Island, check the Office of the Richmond County Clerk:

<https://richmondcountyclerk.com/Search/BlockLotSearch>)

- If the owner's name matches, this step is a pass.
- If the owner's name or company does not match the apartment registration form, request a copy of a document that reflects ownership interest or responsibility for the property.

The following are acceptable types of documentation:

- Condominium Declaration
 - Leasing Agreement
 - Regulatory Agreement
 - Nominee Agreement
 - Contract Agreement
 - Closing Document from a recent sale
- If the name does not match and none of the required documents can be produced, the apartment fails the clearance process.

Check the BIS system to verify that the owner has a CO for the unit and proceed as follows:

- If there is a CO, this step is a pass.
- If there is no CO in the DOB systems, check HPD Online for an I-Card.
- If there is an I-Card and the number of units on HPD Online and the number listed on the Apartment Registration form match, this step is a pass. If they do not match, request a copy of the CO.
- If there is no I-Card, request a copy of the CO or a Letter of No Objection (LNO) from DOB.

Verify on BIS and HPD Online that there are no open vacate orders on the building. If the owner is not able to produce a dismissal report, the unit fails.

Verify the following conditions on HPD Online (any findings result in a fail):

- The building does not belong to the AEP program.

- The building does not have any open litigation that is listed as “comprehensive,” “lead,” or “heat and hot water.”
- The building does not have open lead violations in the unit or common areas.

Verify on Property Shark that a lis pendens has not been filed on the building. If a lis pendens has been filed, consult with your supervisor.

Clearance Determination

Some clearance items result in an automatic “fail” and some require further investigation by referring questions back to the unit supervisor.

Automatic Fail:

- Lead, or heat and hot water violations, or comprehensive litigation with HPD.
- Open Vacate Order
- Listed in the AEP Program

Further Investigation:

- Owner/Address/Unit does not match.
- Cooperative (must provide share certificate)/Condominium (must provide deed)
- Certificate of Occupancy Issues
- Lis Pendens

When an apartment receives a “Pass” or “Fail” Clearance, the landlord and the Inspection’s Contact receive a copy of the result via the e-mail address that was provided on the registration form. Once the unit receives a “PASS” status, the shelter provider, landlord, and broker proceed with scheduling a Walkthrough of the unit.

If an apartment fails, the landlord can either remedy the issue(s) and resubmit the request with the correction or the tenant can submit a new apartment.

Clearance Process for Class “B” Units (SROs and Rooms)

1. DOB Guidelines ([NYC Department of Buildings](#))
Placement meets DHS guidelines if:
 - a) There is no active vacate order from DOB - the building is damaged, illegal, or unsafe regardless of whether the vacate order is partial or full, even if only one (1) unit is vacated and this not where the client is being placed; and
 - b) There is no Stop Work Order in effect, partial or full, that affects the entire building, or the individual unit being offered for rental.

- c) The unit is legal as per the CO on the DOB website.
- d) There are no active complaints in the four (4) years prior to the move-out date in:
 - 1) Complaints or problems reported to DOB in the following three (3) areas:
 - i. **Complaint Category #31** - Certificate of Occupancy - None/Illegal/Contrary to CO
 - ii. **Complaint Category 45** - Illegal Conversion
 - iii. **Complaint Category 71** - SRO - Illegal work/No Permit/Change in Occupancy Use
 - 2) BIS Complaint Disposition Codes that were dismissed, referred elsewhere if inspectors were unable to gain access, etc.
 - i. Codes A1 - A9 mean that a violation(s) has been served.
 - ii. Codes C1 - C4 mean that inspectors were unable to gain access to conduct an inspection or that access was denied.

Note: For the full list of Complaint Categories and BIS Complaint Disposition Codes, please refer to [Complaint and Disposition Codes](#)

2. HPD Guidelines (www.nyc.gov/hpd)

The placement meets DHS guidelines if:

- a) There is no active vacate order for any unit in the building, full or partial.
- b) The building is not currently subject to comprehensive litigation.
- c) The building does not have open litigation for heat and hot water.
- d) The building does not belong to HPD's AEP.

(Note: AEP is listed in red if the building is in the program. A building with an "I Order" number of 728 or 729 does not pass review)

- e) There are no open lead violations (Order Numbers 555, 604, 606, 607, 610, 612, 614, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 631, 632).

- f) The building is not listed in the Underlying Conditions Program (LL6). LL6 allows HPD to issue an administrative order to residential building owners to correct underlying conditions that have caused, or are causing, a violation of the Housing Maintenance Code.

(Note: “I Order” number 730 does not pass review)

3. Fire Department of the City of New York (FDNY) Guidelines, (www.nyc.gov/fdny)

The placement meets DHS guidelines if:

- a) FDNY has not issued a vacate order for this building, full or partial

4. New York State Department of Health (NYSDOH) Guidelines: (www.health.state.ny.us)

The placement meets DHS guidelines if:

- a) NYSDOH did not include the building on its Uncertified Facilities List or Referral Suspension List.

When an apartment receives a “Pass” or “Fail” clearance, the landlord and the Inspection’s Contact receive a copy of the result via the e-mail address that was provided on the registration form.

If an apartment fails, the landlord can either remedy the issue(s) and resubmit the request with the correction or the tenant can submit a new apartment.

■ WALKTHROUGH PROCESS

The walkthrough is conducted using the Apartment Review Checklist (**DSS-10a**) and Apartment Review Guidance (**DSS-10b**) for apartments and the Room and SRO Review Checklist (**DSS-10d**) for rooms and Single Room Occupancy (SRO) units. Additionally, the equipment necessary to conduct the walkthrough is provided by DHS. The **DSS-10b** provides instructions on what to look for in areas where “Guidance” is indicated on the **DSS-10a**. Failure of any question on the **DSS-10a** or **DSS-10d** will cause the entire walkthrough to fail except for conditions that require an escalated review. **DSS-10d** is a specialized version of **DSS-10a**, containing all the same questions as **DSS-10a**, plus several additional questions that are tailored to unique issues that arise in walkthroughs of rooms and SROs.

The **DSS-10a/DSS-10d** indicates which questions are pass/fail on the walkthrough. Any answer on the **DSS-10a/DSS-10d** which results in a failure causes the entire walkthrough to fail. If the housing unit fails the walkthrough, staff will inform the landlord (or their agent) of the condition(s) causing the failure. The landlord will be given the opportunity to take necessary steps to resolve the failed conditions. Upon request, a second walkthrough will be scheduled when the condition(s) has/have been remediated. The second walkthrough will use a new **DSS-10a** or **DSS-10d**.

As previously mentioned, a walkthrough that passes is valid for 120 days. If the unit becomes occupied within the 120-day period and then the client moves out, another walkthrough must be conducted. The preclearance, however, will continue to remain valid for 180 days.

Note: DHS, HRA or provider staff conducting initial walkthroughs must complete the **DSS-10a/DSS-10d** in full while they are conducting the walkthrough, even if after a failing condition is identified.

Apartments

Walkthroughs of apartments are scheduled and conducted by DHS, HRA, or provider staff ("staff"). Please refer to the [Roles and Responsibilities](#) section below for a description of the parties performing walkthroughs. Upon confirmation that the housing unit has passed the preclearance, staff can schedule a walkthrough of the apartment with the landlord or their agent.

Staff conducting the walkthrough of an apartment will use the **DSS-10a**. Any questions on the **DSS-10a** that indicate "See Guidance" require the individual completing the walkthrough to refer to the **DSS-10b**. The **DSS-10b** provides additional instructions as to what staff must look for to answer the question on the **DSS-10a**.

If a condition is found in the apartment that is an "escalation," the housing unit cannot be passed at that time. The condition must be referred to DHS' CAR Unit at apartmentoffers@dhs.nyc.gov for further investigation, except with respect to housing units associated with DVS, which, in order to adhere to the client's safety plan and to protect client confidentiality, are escalated directly to the Director of CAR and assigned for further review. Please refer to the [Escalations](#) section below for additional information.

An example of an escalation is how the agency screens out potential lead hazards. If peeling, cracked or loose paint is found during the walkthrough and the building was built in 1978 or earlier, the housing/shelter provider must fail the walkthrough and refer the condition to CAR for further review.

If the housing unit fails the walkthrough, staff conducting the walkthrough must provide a copy of the Apartment Review Outcome (**DSS-10c**) or the Unit Review Outcome (**DSS-10e**) if the walkthrough is being conducted by CAR to the landlord or their agent. The landlord will be given an opportunity to remediate the conditions and request a new walkthrough. All subsequent walkthroughs must be conducted using a new **DSS-10a**.

If the apartment passes the walkthrough, a copy of the **DSS-10a** must be included with the housing subsidy packet. Staff conducting walkthroughs must complete the **DSS-10a** in full while they are conducting the walkthrough, even if a failing condition is identified before the walkthrough is complete.

Note: The **DSS-10a** and **DSS-10b** provide instructions to individuals conducting walkthroughs to take photographs of specified pass and fail conditions. DHS staff and shelter providers taking these photographs must keep them available on file and must be able to submit them upon request by DSS, HRA, or DHS.

Note: As discussed above, in some situations, housing units may not be identified as a basement, attic or cellar apartment during preclearance. In such situations, the staff conducting the walkthrough must indicate if the unit is in the basement, attic, or cellar on the **DSS-10a**. The unit is then escalated to CAR who will review the CO and conduct a walkthrough to determine if the unit is suitable. If there is no CO for the building, Clearance staff may accept a Letter of No Objection from DOB.

Roles and Responsibilities

Apartment walkthroughs are performed by both DHS/HRA and provider staff. The roles and responsibilities across these parties are as follows:

- DHS Provider Staff – performs regular apartment walkthroughs.
- DHS' CAR Unit – performs apartment walkthroughs when units need further verification, or a second opinion is warranted or for clarifications; all room/SRO walkthroughs; all first-floor walkthroughs for shelter providers; and all escalations.
- DVS – performs walkthroughs for DVS clients.

- APS staff, APS vendors, and APS Community Guardian Programs (CGP) – performs walkthroughs for APS and CGP clients, respectively.
- Housing Assistance Program (HAP) and Homebase contracted provider staff – performs walkthroughs for HAP and Homebase clients, respectively.

Rooms/SROs

Rooms and SRO units that passed the preclearance are transferred to the CAR Scheduling Unit. The Scheduling Unit will contact the landlord or their agent to arrange the walkthrough. CAR staff will conduct the walkthrough of the room/SRO and the entire apartment using the Room and SRO Review Checklist (**DSS-10d**).

Walkthroughs for rooms and SROs are conducted exclusively by specially trained DHS CAR staff. There are several additional questions contained in the **DSS-10d** that are specifically tailored to rooms and SROs. DHS CAR staff are trained and instructed to contact their supervisors with any questions that arise during the walkthrough.

Note: As CAR conducts all rooms and SRO walkthroughs and conducts all escalation reviews, there is no escalation for rooms and SROs. All CAR walkthroughs result in a pass or fail; CAR conducts a re-walkthrough if the landlord or their agent requests an additional walkthrough for the unit following remediation.

If the room/SRO fails the walkthrough, the City staff conducting the walkthrough must provide a copy of the Unit Review Outcome (**DSS-10e**) to the landlord or their agent. The landlord will be given an opportunity to remediate the conditions and request a new walkthrough. All subsequent walkthroughs must be conducted using a new **DSS-10d**.

Note: If a condition is found in the apartment that results in a failure, but not in the room, the room must fail the walkthrough. The condition found in the apartment must be remediated before the room can pass the walkthrough.

If the room passes the walkthrough, CAR staff will provide the completed **DSS-10e** to the landlord or their agent. CAR staff will inform the DHS PRRP of the results.

A copy of the **DSS-10d** and **DSS-10e** is submitted to the CAR Inspection Unit's supervisor. The unit supervisor will update the Clearance and Apartment Review tracker including the date, apartment address, apartment number, room number, contact, who conducted the walkthrough, and the walkthrough result. The tracker is distributed to PRRP, RAP, and APS via email.

Note: Staff conducting walkthroughs must complete the **DSS-10d** in full while they are conducting the walkthrough, even after a failing condition is identified.

Escalations

The walkthrough must be escalated to CAR, or to the Director of CAR if the housing unit is associated with DVS, if any of the following conditions are found:

- Evidence of lead-based paint hazard (peeling, loose, or cracked paint).
- Various conditions related to radiators.
- The unit in question is in the basement, cellar, or attic.
- A dropped ceiling.
- The unit in question is suspected of being illegally subdivided.

If a condition is found that must be escalated, the walkthrough cannot be passed without CAR approval. The staff conducting the walkthrough must take photos of the condition and email the **DSS-10a** and photos to apartmentoffers@dhs.nyc.gov with “Escalations” in the subject line of the email.

CAR staff will note the escalation in the Escalations tracker, including the date, apartment address, apartment number, room number (if applicable), contact, who conducted the walkthrough, and the walkthrough result. The tracker is distributed to DHS’s PRRP and RSU, as well as HRA’s HPA, APS, DVS, OSAHS, and DSS-AO via email on a daily basis.

CAR staff will conduct escalation walkthroughs at the following points:

- For lead-based paint hazard (when the household includes a child under the age of 6 and the building was built in 1978 or earlier), radiator conditions and dropped ceiling escalations:
 - Only if the landlord has reported that they have remediated the failed condition(s) and requested a second walkthrough.
- For basement, cellar or attic and suspected illegal subdivision escalations:
 - After it receives the Escalation notification.

When conducting an escalation walkthrough, CAR staff will print and review the escalation request and the **DSS-10a**. A walkthrough of the entire housing unit will be conducted by CAR staff using a new **DSS-10a**.

If the housing unit fails the walkthrough, the landlord will be issued the Unit Walkthrough Outcome (**DSS-10e**), which indicates the reason(s) for failure. The landlord or their agent may schedule a new walkthrough after the condition(s) has been repaired. Any subsequent walkthroughs will be conducted using a new **DSS-10a** or **DSS-10d**.

If the housing unit passes the walkthrough, CAR will update the escalation tracker and inform the DHS, HRA, or provider staff who made the request that the housing unit is approved, except for housing units associated with DVS which are handled through a separate process.

Note: All units must be in compliance with Local Laws 1 and 31 of the City of New York. The unit must fail the apartment walkthrough if there is a paint hazard (cracked, peeling, or loose paint), regardless of the year the building was constructed. If the date of construction is 1978 or earlier, the paint condition must be escalated to DHS as per the instructions in Box 9 of the Apartment Review Checklist. A re-walkthrough may only be conducted after the issue is remediated and the landlord submits the Attestation of Compliance for Addressing Potential Lead Based Paint Hazards (**DSS-10f**), an attestation to DSS certifying the condition was properly repaired.

The party responsible for conducting the re-walkthrough, to ensure that the correction has been made, is as follows:

- DHS' CAR must perform the re-walkthrough if there are children under the age of 6 in the household.
- Other DHS/HRA or provider staff may perform the re-walkthrough if:
 - there are no children under the age of 6 in the household; **OR**
 - the date of construction is 1979 or later (there is no need to escalate to DHS, but the landlord must remediate the issue).

■ INTEGRITY

The DSS-AO RAI unit conducts Quality Assurance (QA) reviews on behalf of the rental assistance programs. Specifically, it conducts QA walkthroughs and packet reviews.

Quality Assurance Walkthrough

The RAI unit receives the Preclearance Apartment Spreadsheet from CAR. The Investigator then calls the landlords who are on the list to schedule a QA Walkthrough and arranges the QA walkthrough upon availability. A QA Walkthrough is only conducted if the apartment passed the initial walkthrough.

The investigator will annotate the RAI Clearance Outcome report to indicate that a QA walkthrough has been scheduled. The investigator must complete the **DSS-10a** and use the **DSS-10b** when conducting the walkthrough. If the apartment passes the walkthrough, the investigator must annotate the outcome on the RAI QA Tracker report with the result and file the information.

If the apartment fails the inspection, the investigator must:

- Notify DHS via email at apartmentoffers@dhs.nyc.gov to alert that they cannot proceed with the approval process. This must be done the same day. If after 4:00 pm, notification must be sent no later than 10:00 am the next morning.
- Annotate the results on the RAI QA Tracker report and file the information.

Packet Review

The RAI unit receives completed DHS Packets from CAR. RAI randomly selects packets for a secondary QA review. The investigator will request photos from the staff who conducted the original walkthrough to include in the QA review. The investigator will review the packet and the photos. The investigator will then use the Websites For Violation Verification Desk Guide (**OPA-23**) to verify the information submitted in the packet and will note findings on the RAI Website Clearance Form (**OPA-23a**).

All results will be annotated on the RAI Completed Packet Review report. If a discrepancy is found, the investigator must immediately send an email to DHS to stop the approval.

Effective Immediately

■ REFERENCES:

Title 68 of the Rules of the City of New York, Chapter 10
18 N.Y.C.R.R. § 352.3

■ ATTACHMENTS:

DSS-10	Website Clearance Check (10/01/2018)
DSS-10a	Apartment Review Checklist (Rev. 3/12/2019)
DSS-10b	Apartment Review Checklist Guidance (Rev. 3/06/2019)
DSS-10c	Apartment Walkthrough Outcome (Rev. 5/10/2019)
DSS-10d	Room and SRO Review Checklist (Rev. 9/29/2021)
DSS-10e	Unit Walkthrough Outcome (5/14/2019)

- DSS-10f** Attestation of Compliance for Addressing Potential Lead Based Paint Hazards (5/14/2019)
- DSS-10g** Building and Unit Preclearance Guide (5/05/23)
- OPA-23** RAI Websites For Violation Verification Desk Guide (Rev. 4/12/21)
- OPA-23a** RAI CityFHEPS-FHEPS Website Clearance Form (Rev. 4/12/21)

WEBSITE CLEARANCE CHECKLIST

In order to qualify for a CityFHEPS, State FHEPS or SOTA (NYC only) Apartment/Room Review, the apartment/room must pass the clearances below.

Client Name: _____

Shelter/Provider Name: _____

Date of website checks: _____

Apartment Information

Address: _____		
Borough: _____	Zip: _____	

Building Owner Information

Name: (Last) _____ ; (First) _____ OR name of Company _____	
BIN: _____	

SAMPLE

Department of Buildings (DOB)			
The following questions can be answered by visiting the DOB website www.nyc.gov/buildings			
1. Does this building have open vacate orders that affect either the entire building or the individual apartment/room, as per the DOB?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Does this building have a Stop Work Order in effect Partial or Full that affects either the entire building or the individual apartment(s)/room(s) intended for use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Are there any complaints on the DOB BIS system in the last four years in categories 31, 45, or 71 with a final disposition code of A1 – A9, C1 – C4, or with no disposition code? http://a810-bisweb.nyc.gov/bisweb/bispi00.jsp	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Does the unit appear to be a legal apartment as per the Certificate of Occupancy (C of O) on the DOB website? Note: The C of O, Temporary C of O, Letter of No Objection, or I-Card authorizes residential occupancy. http://a810-bisweb.nyc.gov/bisweb/bispi00.jsp	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Please enter the date of construction of the building as listed on the C of O.	Year of construction: _____		

(Turn Page)

Department of Finance (DOF)	
The following question can be answered by visiting the DOF website https://www1.nyc.gov/site/finance/index.page .	
1. Is a building owner listed for the unit? If yes, record the building owner name.	<input type="checkbox"/> Yes <input type="checkbox"/> No _____

Department of Housing Preservation and Development (HPD)	
The following questions can be answered by visiting the HPD website https://hpdonline.hpdnyc.org/HPDOnline/provide_address.aspx or by entering the property address into the HPDONLINE section of HPD's page at www.nyc.gov/hpd .	
1. Does the unit have an open lead violation on the HPD website? Order Numbers 555, 604, 606, 607, 610, 611, 612, 614, 616, 617, 618, or 619 <i>If there are open lead-based paint violations, the owner must correct those violations before an Apartment Review will be conducted. You can call HPD at 212-863-5501 or visit their website at nyc.gov/hpd to obtain guidance on how to clear those violations.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does the building have open litigation for heat and hot water?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the building subject to comprehensive litigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is the building listed in the Alternative Enforcement Program with an "I Order"? Note: the AEP is listed in red if your building is in the program. A building with an "I Order" number 729 does not pass review.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is the building listed in the Underlying Conditions program? Note: "I Order" number 730 does not pass review.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does this building have open vacate orders that affect either the entire building or the individual apartment/room intended for use with the subsidy as per HPD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is the building subject to 7A Administration?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Fire Department of the City of New York (FDNY)	
The following question can be answered by visiting the FDNY website https://www1.nyc.gov/site/fdny/business/violations/violations.page	
1. Does the FDNY have an active vacate order for this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No

(Turn Page)

New York State Department of Health (NYS DOH)

The following question can be answered by visiting the NYS DOH website
https://www.health.ny.gov/facilities/adult_care/memorandum.htm

1. Does NYS DOH include this building on its Uncertified Facilities List or Referral Suspension List?

Yes

No

Comments

SAMPLE

Person completing checklist (Print)

Person completing checklist (Signature)

Date



**Department of
Social Services**

**APARTMENT REVIEW CHECKLIST
(to be completed by City or Provider staff)**

Client Name: _____

Shelter/Provider Name: _____

Date of apartment viewing: _____

Are there children in the Household?
Yes No
If Yes, indicate the ages of all children:

Apartment Information


Address:		Year of Construction (From DHS Clearance results document - DOB/Certificate of Occupancy section):	
Apartment Number:	Floor:	Borough:	Zip Code:

Total # rooms: _____ Total # bedrooms: _____ Total # baths: _____ Total # of units: _____ Number of people who will live in the apartment: _____


USE THIS FORM FOR: APARTMENT WALKTHROUGHS.
DO NOT USE THIS FORM FOR: ROOM, COMMERCIAL SRO, OR NYCHA WALKTHROUGHS.


UTILITIES (GAS, ELECTRICITY, AND WATER) MUST BE CONNECTED BY THE LANDLORD PRIOR TO THE APARTMENT REVIEW.




1. Interior of Building	YES	NO	N/A	Information
a) Are the interior stairs & halls free of hazards? (e.g. damaged surfaces; peeling, cracked, & loose paint; and loose or missing handrails)	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail
b) Is there excess garbage in the hallways/interior of the building that may cause a health and safety condition?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Fail No = Pass See Guidance
c) Do halls and stairwells have a clear path to egress?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail See Guidance
d) Do halls and stairwells have sufficient lighting?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail See Guidance








1. Interior of Building	YES	NO	N/A	Information
e) Is there a working mailbox or mail slot for the tenant? <i>The mail box/slot must be unique to this unit and not shared with others.</i>	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail
f) Is this unit in a building/house with 3 or more units?	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail
g) If 1f is YES – is there at least one unlocked Fire Exit from the building? <i>Per NYC fire code, a fire exit is a stairway separated from other interior spaces of a building by fire-resistant construction so that it provides a protected path of egress out of a building.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Pass No = Fail
h) If 1g is YES - are any of the Fire Exits blocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Fail No = Pass
i) If 1f is YES - is there a self-closing mechanism on the apartment entrance door, the building entrance door, and the Fire Exit doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Pass No = Fail See Guidance 
j) If 1f is YES - is there a working bell/buzzer for the apartment? <i>The bell or buzzer must ring inside the apartment.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Pass No = Fail

SAMPLE





2. Hallway and Apartment or House	YES	NO	N/A	Information
a) Is this unit in a building/house with 3 or more units, AND are there children 10 and under in this household?	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail
b) If 2a is YES - are window guards in place in the hallways and installed with the correct (one way) screws and L brackets to prevent the window from opening more than 4 inches; or if there is a casement window hinged at the side or top, is there a chain to prevent the window from opening more than 4 inches? <i>If the gap from the top bar of the window guard to the top of the window is less than 4 inches, an L bracket is not required.</i> <i>Note that window guards should not be installed in fire escape windows.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Pass No = Fail See Guidance 

2. Hallway and Apartment or House	YES	NO	N/A	Information
<p>c) If 2a is YES - are window guards in place in the unit and installed with the correct (one way) screws and L brackets; or if there is a casement window hinged at the side or top, is there a chain to prevent the window from opening more than 4 inches?</p> <p><i>If the gap from the top bar of the window guard to the top of the window is less than 4 inches, an L bracket is not required.</i></p> <p><i>Note that window guards should not be installed in fire escape windows.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes = Pass No = Fail See Guidance</p> 



3. Overall Apartment/House	YES	NO	N/A	Information
<p>a) Is the apartment being repaired or under renovation or construction?</p> <p><i>If the unit is being repaired or is under construction, it is not suitable for a client.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>		<p>Yes = Fail No = Pass</p>
<p>b) Is there a fire escape?</p>	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail
<p>c) If 3b is YES - are there window gates on the window leading to the fire escape?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Pass/Fail
<p>d) If 3c is YES - can the window gates be opened from the inside?</p> <p><i>For example, the gates must not have padlocks.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes = Pass No = Fail See Guidance</p> 
<p>e) If 3b is YES – are the window gates on the fire escape window stamped with an FDNY approval number and can they be opened without the use of a key?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes = Pass No = Fail See Guidance</p> 
<p>f) If 3b is YES - are there locks on the interior doors of the apartment that have access to that fire escape window?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes = Fail No = Pass</p>
<p>g) Do the windows open, close, and lock freely?</p> <p><i>You can ask the landlord/landlord representative to do this.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>		<p>Yes = Pass No = Fail</p>
<p>h) Is there a window leading to the outside (basement, first floor, fire escape, porch, or other outside place that can be reached from the ground)?</p>	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail
<p>i) If 3h is YES – is it lockable from the inside (to protect individuals from invasion)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes = Pass No = Fail See Guidance</p> 
<p>j) Are all interior surfaces free of cracked, peeling & loose paint?</p>	<input type="checkbox"/>	<input type="checkbox"/>		<p>Yes = Pass No = Fail See Guidance</p>

3. Overall Apartment/House (<i>continued</i>)	YES	NO	N/A	Information
<p>k) If 3j is NO - is the date of construction 1978 or earlier?</p> <p><i>The date of construction can be found on the Certificate of Occupancy. This date is provided in the Department of Buildings section of the DHS Clearance document.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Not Pass/Fail See Box 9 on page 10</p>
<p>l) Is the unit free of evidence of rats, mice, roaches, or other vermin?</p>	<input type="checkbox"/>	<input type="checkbox"/>		<p>Yes = Pass No = Fail See Guidance</p> 
<p>m) Is the unit free of any evidence of leaks?</p>	<input type="checkbox"/>	<input type="checkbox"/>		<p>Yes = Pass No = Fail See Guidance</p> 
<p>n) Are the floors free of hazards? <i>For example, no gaps, tripping hazards, or protruding nails.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>		<p>Yes = Pass No = Fail See Guidance</p> 
<p>o) Are there any holes in the walls, floors, or ceilings?</p>	<input type="checkbox"/>	<input type="checkbox"/>		<p>Yes = Fail No = Pass See Guidance</p> 
<p>p) Is each room that is used for sleeping at least 80 sq. ft., and does each room include a window or skylight?</p> <p><i>A room of under 80 square feet without a window can be used for another purpose, but not for sleeping. A room used for sleeping must be both 80 square feet and have a window.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>		<p>Yes = Pass Fail = No See Guidance</p> 
<p>q) Is there a lock on the inside of the apartment entrance door requiring a key to exit the apartment? <i>No double cylinder locks are permitted.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>		<p>Yes = Fail No = Pass See Guidance</p> 
<p>r) Is there a smoke detector located within 15 feet of the entrance to each room that is used for sleeping?</p>	<input type="checkbox"/>	<input type="checkbox"/>		<p>Yes = Pass No = Fail See Guidance</p> 
<p>s) If 3r is YES - are all of the smoke detectors working?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes = Pass No = Fail See Guidance</p>


SAMPLE

3. Overall Apartment/House (<i>continued</i>)	YES	NO	N/A	Information
t) Is there a carbon monoxide detector located within 15 feet of the entrance to each room that is used for sleeping?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail See Guidance 
u) If 3t is YES - are all of the carbon monoxide detectors working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Pass No = Fail See Guidance
v) Is there a heat source in every room of this unit? <i>Portable heating units are not permissible.</i>	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail
w) Is the heat source a radiator?	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail
x) If 3w is YES – is there steam coming from the radiator or from the pressure valve, or is there moisture around the pressure valve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Fail No = Pass See Guidance  See Box 10 on page 10
y) If 3w is YES – is there evidence of leaking on, under, or around the radiator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Fail No = Pass See Guidance  See Box 10 on page 10
z) If 3w is YES - is the radiator missing a knob or valve? Check the N/A box if you were unable to observe the knob or valve due to the cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No = Pass Yes = Fail See Guidance  See Box 10 on page 10
aa) Is this apartment in the basement, cellar, or attic?	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail See Box 11 on Page 10

SAMPLE





3. Overall Apartment/House (<i>continued</i>)	YES	NO	N/A	Information
ab) Can the unit be accessed without having to go through another unit?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail
ac) Does the unit have a porch or balcony?	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail
ad) If 3ac is YES – is it 30 inches or more above the ground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Pass/Fail
ae) If 3ad is YES, is a railing present and secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Pass No = Fail
af) Is there a drop ceiling (a secondary ceiling hung beneath the main ceiling)?	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail <i>See Guidance</i>  See Box 12 on Page 10
ag) Do you have reason to think that this apartment was illegally subdivided?	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail <i>See Guidance</i>  See Box 13 on Page 11
<p>ah) If the inspection occurs between 10/1 and 5/31 it is required for the heat to be working.</p> <p><i>Take the temperature in at least one room (not the bathroom or kitchen).</i></p> <p><i>During the day (6 AM – 10 PM), if the outside temperature falls below 55 degrees Fahrenheit, the inside temperature must be at least 68 degrees Fahrenheit. If the outside temperature is above 55 degrees Fahrenheit, there is no minimum indoor temperature.</i></p> <p><i>At night (between 10 PM – 6 AM), the inside temperature must be at least 62 degrees Fahrenheit at all times.</i></p>				<p>Time of day of walk-through: _____</p> <p>Inside Temperature: _____ (Fahrenheit)</p> <p>Outside Temperature: _____ (Fahrenheit)</p> <p>Pass = meets specified requirements</p> <p>Fail = does not meet specified requirements</p>

SAMPLE





4. Bathroom	YES	NO	N/A	Information
a) Do the sink, tub/standing shower, and showerhead have hot and cold running water?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail <i>See Guidance</i>
b) Does the water in the sink, tub/standing shower, and showerhead flow freely?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail
c) Is the water in the sink, tub/standing shower, and showerhead clean after flushing the pipes for at least 60 seconds (i.e. no rust)?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail
d) Is the toilet in proper working order?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail
e) Is there a vent or an operable window in the bathroom? <i>You should check for presence of vent airflow/draw.</i>	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail
f) Is the bathroom free of plumbing leaks (including steam leaks)?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail <i>See Guidance</i> 

SAMPLE

5. Kitchen	YES	NO	N/A	Information
a) Does the kitchen sink have hot and cold running water?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail <i>See Guidance</i>
b) Is the water in the sink clean after flushing the pipe for at least 60 seconds (i.e. no rust)?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail
c) Is there a working oven?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail
d) Is there a working stove? <i>All burners on the stove must be working.</i>	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail
e) Is there a working refrigerator with rails and shelves adequate to the household's needs?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail <i>See Guidance</i>
f) Is the refrigerator cold?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail <i>See Guidance</i>

5. Kitchen	YES	NO	N/A	Information
g) Is there a working freezer?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail
h) Does the kitchen have cabinets, shelves, or a space to store food?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail See Guidance 
i) Does the kitchen have a meal preparation area (e.g., counter space)?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail See Guidance 
j) Is the kitchen free of plumbing leaks (including steam leaks)?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail See Guidance 
k) Is the stove or oven free of grease build-up?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail See Guidance 
l) Is there a working vent over the stove or a window in the kitchen?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail

SAMPLE

6. Electrical	YES	NO	N/A	Information
a) Does each room that will be used for sleeping have either two electrical outlets or one outlet and one permanent light fixture?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail See Guidance 
b) Do all of the outlets in the kitchen and bathroom have a reset button (GFCI Outlet)?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail See Guidance 
c) Are fixtures and electrical devices secure, with no exposed wires, and do they have plate covers?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail See Guidance 
d) Is the apartment free of exposed wires? <i>Wires that connect to a cable box are not considered exposed wires.</i>	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Pass No = Fail See Guidance 

6. Electrical	YES	NO	N/A	Information
e) Are there any wires located in or located near standing water?	<input type="checkbox"/>	<input type="checkbox"/>		Yes = Fail No = Pass

7. Accessibility – Information Gathering Only	YES	NO	N/A	Information
a) Are there any stairs (or steps) between the public sidewalk and the door to the unit?	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail
b) If 7a is YES - is it possible to avoid all of the stairs (or steps) between the public sidewalk and the door to the unit by, for example, using an alternate tenant-entrance to the building, or by using an elevator (or lift), and/or ramp?	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail
c) Does the building have an elevator?	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail
d) If 7c is YES - is at least one in working order?	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail
e) What are the widths of the following: Front entrance of the building: _____ Elevator door: _____ Entrance to the apartment: _____ Bathroom doors (if more than one bathroom, it is only necessary to measure one): _____ <i>To comply with the Americans with Disabilities Act, elevator doors must be 36 inches wide and doorways must be 32 inches wide.</i>	<input type="checkbox"/>	<input type="checkbox"/>		Not Pass/Fail

SAMPLE

8. Approval	YES	NO	Information
a) Are there any other issues that would make the apartment unsuitable to rent? If so, what are they? _____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Fail No = Pass
b) Based on the answers you have provided above, do you approve of this apartment for rent by this client?	<input type="checkbox"/>	<input type="checkbox"/>	Yes = Pass No = Fail

(Turn page)

9. Peeling Paint Escalation If the answer to question 3k is YES, please email the landlord a copy of this Apartment Review Checklist as instructed in the bottom of the last page of this document. Please also send a completed copy of this Apartment Walkthrough Checklist to apartmentoffers@dhs.nyc.gov with the subject line "Paint Condition." Even if the apartment failed for other reasons, you must still send a completed copy of this form to DHS.	YES	NO	Information
<ul style="list-style-type: none"> Was the answer YES for 3k? 	<input type="checkbox"/>	<input type="checkbox"/>	Notify DHS staff if you checked YES.

10. Radiator Escalation Please indicate if you answered YES to any of the questions listed below. If the landlord subsequently repairs the condition, send a copy of this completed Apartment Review Checklist to apartmentoffers@dhs.nyc.gov with the subject line "Escalation" for approval.	YES	NO	Information
<ul style="list-style-type: none"> Was the answer YES for 3x? 	<input type="checkbox"/>	<input type="checkbox"/>	Notify DHS staff if you checked YES for any of these items.
<ul style="list-style-type: none"> Was the answer YES for 3y? 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Was the answer YES for 3z? 	<input type="checkbox"/>	<input type="checkbox"/>	

11. Basement, Cellar or Attic Escalation Please indicate if you answered YES to the question below. If you answer YES, the unit cannot pass at this time. You must email a completed copy of the Apartment Review Checklist to apartmentoffers@dhs.nyc.gov with the subject line "Escalation" for approval.	YES	NO	Information
<ul style="list-style-type: none"> Was the answer YES for 3aa? 	<input type="checkbox"/>	<input type="checkbox"/>	Notify DHS staff if you checked YES.

12. Drop Ceiling Escalation Please indicate if you answered YES to the question below. If you answer YES, the unit cannot pass at this time. You must email a completed copy of the Apartment Review Checklist to apartmentoffers@dhs.nyc.gov with the subject line "Escalation" for approval.	YES	NO	Information
<ul style="list-style-type: none"> Was the answer YES for 3af? 	<input type="checkbox"/>	<input type="checkbox"/>	Notify DHS staff if you checked YES.

13. Illegal Subdivision Escalation Please indicate if you answered YES to the question below. If you answer YES, the unit cannot pass at this time. You must email a completed copy of the Apartment Review Checklist to apartmentoffers@dhs.nyc.gov with the subject line “Escalation” for approval.	YES	NO	Information
<ul style="list-style-type: none"> Was the answer YES for 3ag? If so, provide the reason(s)? _____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	Notify DHS staff if you checked YES.

SAMPLE

Landlord/Landlord Representative Contact Information	
Name of Landlord/Landlord Representative (Print)	Name of Organization (Print)
Email	Telephone Number

Certification		
I certify that I visited the property located at the address indicated above and that the information in this form has been answered correctly to the best of my ability.		
_____ Person completing walkthrough (Print)	_____ Person completing walkthrough (Signature)	_____ Date
_____ Name of your organization (Print)		

- ❖ **A copy of this form and the Website Clearance Checklist must be included in your application request packet. The application will not pass review if the apartment needs repair or does not pass the required clearances.**
- ❖ **For technical support during the Apartment Review, please call 212-232-0560 from 9am to 5pm Monday through Friday.**
- ❖ **If the unit fails under any condition, a copy of the completed Apartment Review Checklist must be provided to the landlord via email so a record can be kept.**

SAMPLE

APARTMENT REVIEW CHECKLIST GUIDANCE

This form is to be used along with the **DSS-10a** where “*See Guidance*” is indicated.

1. Interior of Building
<p>b. Is there excess garbage in the hallways/interior of the building that may cause a health and safety condition?</p> <p style="text-align: center;"><u>GUIDANCE</u></p> <p>Halls and interior common areas must be free of clutter:</p> <ul style="list-style-type: none"> • Garbage or materials cannot be stored in the area for an extended period of over one week • No tripping hazards in halls or interior areas • No odors from garbage • No infestation of roaches or rodents • It may be helpful to try to speak to the super to see if this condition has persisted for longer than a week <p>PHOTO Guidance: Please document with a photo(s).</p>
<p>c. Do halls and stairwells have a clear path to egress?</p> <p style="text-align: center;"><u>GUIDANCE</u></p> <p>Halls and stairwells must have a clear path to egress.</p> <ul style="list-style-type: none"> • No clutter, including bikes, boxes, garbage, or tenants’ belongings are blocking stairwells, halls, or exits • Halls, stairwells, and exits are free of tripping hazards <p>PHOTO Guidance: Please document with a photo(s).</p>
<p>d. Do halls and stairwells have sufficient lighting?</p> <p style="text-align: center;"><u>GUIDANCE</u></p> <p>Halls and stairwells must have sufficient lighting:</p> <ul style="list-style-type: none"> • Building hallways must have sufficient lighting so that the hallway is completely visible end-to-end • Building stairwells must have sufficient lighting so that they are visible from top-to-bottom • Building exit signs must be operable <p>PHOTO Guidance: Please document with a photo(s).</p>

1. Interior of Building (continued)

- i. If 1f is YES – is there a self-closing mechanism on the apartment entrance door, the building entrance door, and the Fire Exit doors?

GUIDANCE

This requirement only applies to multiple dwellings, which are buildings or houses with three or more units.

The image below is an example of a self-closing door mechanism. There may be other acceptable types or models. Note that butterfly hinges are not acceptable.



PHOTO Guidance:

If pass, please document with a photo(s) of the self-closing door mechanisms observed.

2. Hallway and Apartment or House – Complete this section if there are children 10 years old and under

- b. If 2a is YES - are window guards in place in the hallways and installed with the correct (one way) screws and L brackets to prevent the window from opening more than 4 inches; or if there is a casement window hinged at the side or top, is there a chain to prevent the window from opening more than 4 inches?

GUIDANCE

Under law, window guards are required for units in multiple dwellings (buildings or houses with 3 or more units) that have:

- Children 10 and under as tenants
- Windows that are more than six feet off the ground

*Fire escape windows can only have FDNY-approved window gates; they **cannot** have window guards.*

If the gap from the top bar of the window guard to the top of the window is less than 4 inches, an L bracket is not required.

The image below is an example of a correct window guard, (one way) screw, and L bracket. There may be other acceptable types.



For further guidance, please see

http://www.nyc.gov/html/fdny/pdf/safety/fire_safety_education/2010_02/07_residential_apartment_fire_safety_english.pdf.

PHOTO Guidance:

Please document with a photo(s).

2. Hallway and Apartment or House – Complete this section if there are children 10 years old and under (continued)

- c. If 2a is YES - are window guards in place in the unit and installed with the correct (one way) screws and L brackets; or if there is a casement window hinged at the side or top, is there a chain to prevent the window from opening more than 4 inches?

GUIDANCE

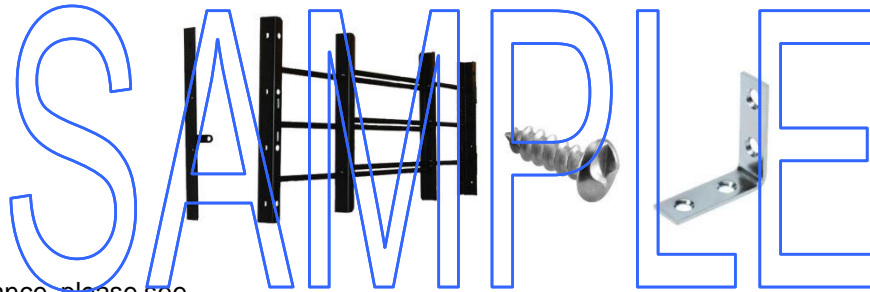
Under law, window guards are required for units in multiple dwellings (buildings or houses with 3 or more units) that have:

- Children 10 and under as tenants
- Windows that are more than six feet off the ground

*Fire escape windows can only have FDNY-approved window gates; they **cannot** have window guards.*

If the gap from the top bar of the window guard to the top of the window is less than 4 inches, an L bracket is not required.

The image below is an example of a correct window guard, (one way) screw, and L bracket. There may be other acceptable types



For further guidance, please see

http://www.nyc.gov/html/fdny/pdf/safety/fire_safety_education/2010_02/07_residential_apartment_fire_safety_english.pdf.

PHOTO Guidance:

Please document with a photo(s).

3. Overall Apartment/House

- d. If 3c is YES - can the window gates be opened from the inside?

GUIDANCE

- Test that the gate works
- No key or padlocks on the gate

PHOTO Guidance:

If pass, please document with a photo(s) of the window gate showing where it can be opened from the inside.

3. Overall Apartment/House (continued)

- e. If 3b is YES – are the window gates on the fire escape window stamped with an FDNY approval number and can they be opened without the use of a key?

GUIDANCE

The image below is an example of an FDNY approved window gate. There may be other acceptable types or models.

*Fire escape windows can only have FDNY-approved window gates, they **cannot** have window guards.*



For further guidance, please see

http://www.nyc.gov/html/fdny/pdf/safety/fire_safety_education/2010_02/07_residential_apartment_fire_safety_english.pdf.

PHOTO Guidance:

If pass, please document with a photo(s) of the FDNY approval number located on the gate and where the gate can be opened without the use of a key.

SAMPLE

- i. If 3h is YES – is it lockable from the inside (to protect individuals from invasion)?

PHOTO Guidance:

If pass, please document with a photo(s) of the window leading to the outside and show where it is lockable.

- j. Are all interior surfaces free of cracked, peeling & loose paint?

GUIDANCE

The unit must fail the apartment walkthrough if there is any cracked, peeling, or loose paint, regardless of the year the building was constructed. If the date of construction is 1978 or earlier, the paint condition must be escalated to DHS as per the instructions in Box 9 of the **Apartment Review Checklist**.

A re-walkthrough may only be conducted after the issue is remediated and the landlord submits an attestation to DSS certifying the condition was properly repaired. The party responsible for conducting the re-walkthrough, to ensure that the correction has been made, is outlined below:

- DHS must perform the re-walkthrough if there are children under 6 in the household
- The provider must perform the re-walkthrough if:
 - there are no children under 6 in the household, **OR**
 - the date of construction is 1979 or later (there is no need to escalate to DHS, but the landlord must remediate the issue)

3. Overall Apartment/House (continued)

i. Is the unit free of evidence of rats, mice, roaches, or other vermin?

GUIDANCE

The housing unit should be free of vermin:

- Evidence of roaches and/or rodents or other vermin are not found in the housing unit
- If evidence of vermin is found, such as dead roaches or droppings, the landlord must be taking steps to eliminate the problem (for example, receipt or record of recent extermination efforts)

PHOTO Guidance:

If fail, please document with a photo(s) of the evidence of vermin, such as dead roaches or rodent droppings.

m. Is the unit free of any evidence of leaks?

GUIDANCE

The housing unit should be free of leaks:

- No discoloration or stains found on ceilings
- No evidence of mold or mildew
- No leaks under the kitchen and/or bathroom sinks or windowsills

PHOTO Guidance:

If fail, please document with a photo(s) that shows evidence of leaks.

n. Are the floors free of hazards?

GUIDANCE

Floors in the housing unit must be free of hazards:

- Floors must be even (not buckling)
- No missing or broken tiles or floorboards
- No nails sticking out
- Carpeting must be tight

For example, no gaps, tripping hazards, or protruding nails.

PHOTO Guidance

If fail, please document with a photo(s) of the failing condition.

o. Are there any holes in the walls, floors, or ceilings?

GUIDANCE

Walls, floors, and ceilings must not have any holes.

PHOTO Guidance

If fail, please document with a photo(s) of the failing condition.

p. Is each room that is used for sleeping at least 80 sq. ft., and does each room include a window or skylight?

GUIDANCE

Every room used for sleeping must have at least one (1) window to the outside, including the living room, if the living room is used by a household member for sleeping. Tenants must be able to open all windows, including the skylight.

A room of under 80 square feet without a window can be used for another purpose, but not for sleeping. A room used for sleeping must be both 80 square feet and have a window.

PHOTO Guidance:

If pass, please document with a photo(s)

3. Overall Apartment/House (continued)

q. Is there a lock on the inside of the apartment entrance door requiring a key to exit the apartment?

GUIDANCE

No double cylinder locks are permitted.

PHOTO Guidance:

Please document with a photo(s).

r. Is there a smoke detector located within 15 feet of the entrance to each room that is used for sleeping?

GUIDANCE

Smoke detectors are required to be located within 15 feet of sleeping rooms. More than one smoke detector may be required depending on the locations of the sleeping rooms.

PHOTO Guidance:

If pass, please document with a photo(s) of each required smoke detector.

s. If 3r is YES - are all of the smoke detectors working?

GUIDANCE

All smoke detectors should be tested by pressing the test button. If detector is going off at the start of the inspection or starts to go off during the inspection, and replacing the battery does not resolve the issue, it is a fail.

t. Is there a carbon monoxide detector located within 15 feet of the entrance to each room that is used for sleeping?

GUIDANCE

Carbon monoxide detectors are required to be located within 15 feet of sleeping rooms. More than one carbon monoxide detector may be required depending on the locations of the sleeping rooms.

PHOTO Guidance:

If pass, please document with a photo(s) of each required carbon monoxide detector.

u. If 3t is YES - are all of the carbon monoxide detectors working?

GUIDANCE

All carbon monoxide detectors should be tested by pressing the test button. If detector is going off at the start of the inspection or starts to go off during the inspection, and replacing the battery does not resolve the issue, it is a fail.

3. Overall Apartment/House (continued)

- x. If 3w is YES – is there steam coming from the radiator or from the pressure valve, or is there moisture around the pressure valve?

GUIDANCE

Is the radiator spewing steam that is evident whether or not it has a cover?

Is the pressure valve emitting steam or is there moisture accumulating around the valve?

Please also follow the instructions in **Box 10 of the Apartment Review Checklist**.

The image below is an example of a pressure valve.



PHOTO Guidance:

If fail, please document with a photo(s) that shows evidence of steam.

- y. If 3w is YES – is there evidence of leaking on, under, or around the radiator?

GUIDANCE

If the radiator is covered or uncovered, look for evidence of leaking on the floor around the radiator, such as moisture, staining or damage for moisture.

Please also follow the instructions in **Box 10 of the Apartment Review Checklist**.

The image below is an example of leaking around the radiator.



PHOTO Guidance:

If fail, please document with a photo(s) that shows evidence of leaking.

3. Overall Apartment/House (continued)

z. If 3w is YES - is the radiator missing a knob or valve?

GUIDANCE

The unit must fail if either the valve or knob is missing.

If you are unable to observe the knob or valve to the cover check the N/A box for this question on the **Apartment Review Checklist**.

Please also follow the instructions in **Box 10 of the Apartment Review Checklist**.

The images below are examples of radiator knobs and valves. There may be other acceptable types or models.



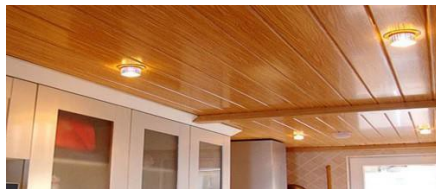
PHOTO Guidance:

Please document with a photo(s).

af. Is there a drop ceiling (a secondary ceiling hung beneath the main ceiling)?

GUIDANCE

A drop ceiling used in a residential building must be approved by the Department of Buildings. A drop ceiling (also known as suspended ceiling, false ceiling, or grid ceiling) is a secondary ceiling hung below the main structural ceiling. It may be installed for aesthetic reasons or to facilitate maintenance (for example, to hide piping or other building systems). Some drop ceilings appear as ceiling "grids" where the individual tiles can be removed for access. Sheetrock drop ceilings may be apparent where the ceiling height differs between adjacent rooms.



Please also follow the instructions in **Box 12 of the Apartment Review Checklist**.

PHOTO Guidance:

Please document with a photo(s).

3. Overall Apartment/House (continued)

ag. Do you have reason to think that this apartment was illegally subdivided?

GUIDANCE

The list below provides examples of things to look for regarding an illegal subdivision, which includes but is not limited to:

- A window is shared by two rooms, or a window is not “centered” in a room
- A radiator is shared by two rooms
- A dividing wall separating two rooms does not reach the ceiling or is flimsy and/or hollow
- A wall has no electrical outlets
- A wall has missing or mismatched moldings
- A wall is constructed of different materials than the rest of the unit, such as a sheetrock wall in a unit that has plaster walls
- Sheetrock appears to be fitted into the baseboard molding or ceiling molding
- A door has “buried” molding on one side but not the other

Please also follow the instructions in **Box 13 of the Apartment Review Checklist**.

PHOTO Guidance:

Please document with a photo(s).

SAMPLE

4. Bathroom – Provide a photo of all area(s) of the housing unit to be occupied by the tenant.

a. Do the sink, tub/standing shower, and showerhead have hot and cold running water?

GUIDANCE

Let the water run for 60-90 seconds to ensure that it is hot. Measure the water temperature.

Hot water must be provided 365 days per year at a constant minimum temperature of 120 degrees Fahrenheit. Hot water is considered excessive when it is above 130 degrees Fahrenheit.

f. Is the bathroom free of plumbing leaks (including steam leaks)?

GUIDANCE

Look under the sink while the faucet is running to ensure there are no leaks or accumulation of moisture.

PHOTO Guidance:

Please document with a photo(s).

5. Kitchen – Provide a photo of all area(s) of the housing unit to be occupied by the tenant.

a. Does the kitchen sink have hot and cold running water?

GUIDANCE

Let the water run for 60-90 seconds to ensure that it is hot. Measure the water temperature.

Hot water must be provided 365 days per year at a constant minimum temperature of 120 degrees Fahrenheit. Hot water is considered excessive when it is above 130 degrees Fahrenheit.

e. Is there a working refrigerator with rails and shelves adequate to the household's needs?

GUIDANCE

Consider the size of the household and what their food needs might be. Is the space large enough for the food needs of the household?

f. Is the refrigerator cold?

GUIDANCE

Use a thermometer to measure the temperature of the refrigerator. The freezer should be below freezing, and the refrigerator temperature should be between 36° and 46° Fahrenheit.

h. Does the kitchen have cabinets, shelves, or a space to store food?

PHOTO Guidance:

If pass, please document with a photo(s) that shows the cabinet, shelves, or food storage space.

i. Does the kitchen have a meal preparation area (e.g., counter space)?

PHOTO Guidance:

If pass, please document with a photo(s) that shows the meal preparation area.

j. Is the kitchen free of plumbing leaks (including steam leaks)?

GUIDANCE

Look under the sink while the faucet is running to ensure there are no leaks or accumulation of moisture.

PHOTO Guidance:

If fail, please document with a photo(s) of the sink plumbing (under sink, back wall and under cabinet), and steam pipes.

k. Is the stove or oven free of grease build-up?

GUIDANCE

Lift the top of the range to check for grease build-up.

PHOTO Guidance:

If fail, please document with a photo(s) of the grease build-up.

6. Electrical – Provide a photo of all area(s) of the housing unit to be occupied by the tenant.

a Does each room that will be used for sleeping have either two electrical outlets or one outlet and one permanent light fixture?

PHOTO Guidance:

If pass, please document with a photo(s) of the electrical outlets and/or light fixture.

b. Do all the outlets in the kitchen and bathroom have a reset button (GFCI Outlet)?

GUIDANCE

GFCI Outlets are required in any outlet within 4 feet of a water source. If the outlet is more than 4 feet away, it is not required to be GFCI.

PHOTO Guidance:

If pass, please document with a photo(s) of the GFCI Outlet that is less than 4 feet away from a water source.

c. Are fixtures and electrical devices secure, with no exposed wires, and do they have plate covers?

PHOTO Guidance:

If fail, please document with a photo(s) of any failed conditions.

d. Is the apartment free of exposed wires?

PHOTO Guidance:

If fail, please document with a photo(S) of any exposed wires present in the apartment.

SAMPLE

APARTMENT WALKTHROUGH OUTCOME

Reason for Review: Apartment Walkthrough

Building Address: _____

Apartment Number: _____ Floor: _____ Walkthrough Date: _____

THE ABOVE UNIT: PASSED FAILED NO ACCESS TO UNIT GIVEN

If applicable, list the reason(s) why the Unit failed. Include the letter of each failed item in its appropriate section below.

- 1. Interior of Building: _____
- 2. Hallway and Apartment or House: _____
- 3. Overall Apartment/House: _____
- 4. Bathroom: _____
- 5. Kitchen: _____
- 6. Electrical: _____
- 8. Approval (provide a detailed description for items 8a & 8b, if applicable): _____

SAMPLE

Note: Section 7. Accessibility is not included above because it is intended for information gathering only.

An abbreviated list of each question from the Apartment Review Checklist (DSS-10a) appears on page 2 of this form.

Failed conditions will require an additional walkthrough. Please contact the party checked below when the unit is ready. Provider DHS (choose DHS if any failed item is marked as **ESCALATE** on page 2)

Certification		
I certify that I visited the property located at the address indicated above and that the information in this form has been answered correctly to the best of my ability.		
_____ Person completing walkthrough (Print)	_____ Person completing walkthrough (Signature)	_____ Date
_____ Name of your organization (Print)		

 Landlord/Landlord Representative Name (Print)

 Landlord/Landlord Representative (Signature)

Section 1: Interior of building

- 1a. Stairs and halls not free of hazards
- 1b. Stairs and halls not free of excess garbage
- 1c. No clear path to egress
- 1d. Insufficient lighting
- 1e. No working mailbox/slot
- 1g. Fire exit is locked
- 1h. Fire exit is blocked
- 1i. No self-closing door
- 1j. No bell or buzzer

Section 2: Hallway and Apartment/House

- 2b. No window guards in hallway
- 2c. No window guards in unit

Section 3: Overall Apartment/House

- 3a. Unit under repair, renovation, or construction
- 3d. Fire escape window gate(s) cannot be opened from the inside
- 3e. Window gate(s) has no FDNY stamp
- 3f. Door to room with fire escape window has lock
- 3g. Window(s) is not operable
- 3i. Window to ground is not lockable
- 3j. Unit has cracked, peeling, or loose paint
- 3k. Unit was constructed in 1978 or earlier (ESCALATE)**
- 3l. Unit is not free of vermin
- 3m. Unit is not free of leaks
- 3n. Floor not free of hazards
- 3o. Holes in walls, floors, or ceilings
- 3p. Sleeping rooms are not at least 80 sq ft & do not include window or skylight
- 3q. Apartment door requires key to exit
- 3r. Smoke detector is not present or is more than 15 ft from sleeping room entrance
- 3s. Smoke detector is not working
- 3t. Carbon monoxide detector is not present or is more than 15 ft from sleeping room entrance
- 3u. Carbon monoxide detector is not working
- 3v. Unit does not have heat source in every room
- 3x. Radiator steam is visible (ESCALATE)**
- 3y. Radiator is leaking (ESCALATE)**
- 3z. Radiator is missing knob or valve (ESCALATE)**

Section 3: Overall Apartment/House (continued)

- 3aa. Unit is in basement, cellar, or attic (ESCALATE)**
- 3ab. Unit can only be accessed through another unit
- 3ae. Porch or balcony has no railing
- 3af. Unit has dropped ceiling (ESCALATE)**
- 3ag. Unit has potential illegal subdivision (ESCALATE)**
- 3ah. Unit temperature is not adequate

Section 4: Bathroom

- 4a. No running hot or cold water
- 4b. No freely flowing water
- 4c. Water is not clean or free of rust
- 4d. Toilet is not working
- 4e. No vent or operable window
- 4f. Bathroom has plumbing leaks

Section 5: Kitchen

- 5a. No running hot or cold water
- 5b. Water in sink is not clean after running
- 5c. No working oven
- 5d. No working stove
- 5e. Refrigerator rails and shelves are inadequate
- 5f. Refrigerator is not cold
- 5g. Freezer is not working
- 5h. No food storage space
- 5i. No meal preparation area
- 5j. Kitchen has plumbing leaks
- 5k. Stove or oven has grease build-up
- 5l. No working vent over stove or window in kitchen

Section 6: Electrical

- 6a. Sleeping rooms lack two outlets **OR** one outlet plus one light fixture
- 6b. Outlets in kitchen and bathroom are not GFCI outlets
- 6c. Fixtures and electrical devices are not secured or lack plate covers
- 6d. Unit has exposed wires
- 6e. Unit has wires in or near standing water

Section 8: Approval

- 8a. Other issue
- 8b. Not approved for rent

**ROOM AND SRO REVIEW CHECKLIST
 (to be completed by City staff)**

Name of Landlord/
 Landlord Representative: _____

Name of Organization: _____

Email: _____

Telephone Number: _____

Date of apartment viewing: _____

Walkthrough Type: In-Person Virtual

Apartment Information

Address:			Year of Construction (From DHS Clearance results document - DOB/Certificate of Occupancy section):	
Apt. #:	Rm. #:	Floor:	Borough:	Zip Code:

Total # rooms: _____ Total # bedrooms: _____ Total # baths: _____ Total # of units: _____ Number of people who will live in the apartment: _____

SAMPLE

THIS FORM IS TO BE USED BY DHS STAFF ONLY FOR PERFORMING WALKTHROUGHS FOR ROOMS AND SROS.

UTILITIES (GAS, ELECTRICITY, AND WATER) MUST BE CONNECTED BY THE LANDLORD PRIOR TO THE ROOM OR SRO REVIEW.

1. Interior of Building	YES	NO	N/A
a) Are the interior stairs & halls free of hazards? (e.g. damaged surfaces; peeling, cracked, & loose paint; and loose or missing handrails)	<input type="checkbox"/>	<input type="checkbox"/>	
b) Is there excess garbage in the hallways/interior of the building that may cause a health and safety condition?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Do halls and stairwells have a clear path to egress?	<input type="checkbox"/>	<input type="checkbox"/>	
d) Do halls and stairwells have sufficient lighting?	<input type="checkbox"/>	<input type="checkbox"/>	
e) Is there a working mailbox or mail slot for the tenant? The mail box/slot must be unique to this unit and not shared with others.	<input type="checkbox"/>	<input type="checkbox"/>	
f) Is this unit in a building/house with 3 or more units?	<input type="checkbox"/>	<input type="checkbox"/>	
g) If 1f is YES – is there at least one unlocked Fire Exit from the building? Per NYC fire code, a fire exit is a stairway separated from other interior spaces of a building by fire-resistant construction so that it provides a protected path of egress out of a building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Turn page)

1. Interior of Building (<i>continued</i>)	YES	NO	N/A
h) If 1g is YES - are any of the Fire Exits blocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) If 1f is YES - is there a self-closing mechanism on the apartment entrance door, the building entrance door, and the Fire Exit doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) If 1f is YES - is there a working bell/buzzer for the apartment? <i>The bell or buzzer must ring inside the apartment.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Hallway and Apartment or House	YES	NO	N/A
a) Is this unit in a building/house with 3 or more units, AND are there children 10 and under in this household?	<input type="checkbox"/>	<input type="checkbox"/>	
b) If 2a is YES - are window guards in place in the hallways and installed with the correct (one way) screws and L brackets to prevent the window from opening more than 4 inches; or if there is a casement window hinged at the side or top, is there a chain to prevent the window from opening more than 4 inches? <i>If the gap from the top bar of the window guard to the top of the window is less than 4 inches, an L bracket is not required.</i> <i>Note that window guards should not be installed in fire escape windows.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) If 2a is YES - are window guards in place in the unit and installed with the correct (one way) screws and L brackets; or if there is a casement window hinged at the side or top, is there a chain to prevent the window from opening more than 4 inches? <i>If the gap from the top bar of the window guard to the top of the window is less than 4 inches, an L bracket is not required.</i> <i>Note that window guards should not be installed in fire escape windows.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Overall Apartment/House	YES	NO	N/A
a) Is the apartment being repaired or under renovation or construction? <i>If the unit is being repaired or is under construction, it is not suitable for a client.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
b) Is there a fire escape?	<input type="checkbox"/>	<input type="checkbox"/>	
c) If 3b is YES - are there window gates on the window leading to the fire escape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Turn page)

3. Overall Apartment/House <i>(continued)</i>	YES	NO	N/A
d) If 3c is YES - can the window gates be opened from the inside? <i>For example, the gates must not have padlocks.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) If 3b is YES – are the window gates on the fire escape window stamped with an FDNY approval number and can they be opened without the use of a key?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) If 3b is YES - are there locks on the interior doors of the apartment that have access to that fire escape window?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Do the windows open, close, and lock freely? <i>You can ask the landlord/landlord representative to do this.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
h) Is there a window leading to the outside (basement, first floor, fire escape, porch, or other outside place that can be reached from the ground)?	<input type="checkbox"/>	<input type="checkbox"/>	
i) If 3h is YES – is it lockable from the inside (to protect individuals from invasion)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Are all interior surfaces free of cracked, peeling & loose paint?	<input type="checkbox"/>	<input type="checkbox"/>	
k) If 3j is NO - is the date of construction 1978 or earlier? The date of construction can be found on the Certificate of Occupancy. This date is provided in the Department of Buildings section of the DHS Clearance document.	<input type="checkbox"/>	<input type="checkbox"/>	
l) Is the unit free of evidence of rats, mice, roaches, or other vermin?	<input type="checkbox"/>	<input type="checkbox"/>	
m) Is the unit free of any evidence of leaks?	<input type="checkbox"/>	<input type="checkbox"/>	
n) Are the floors free of hazards? <i>For example, no gaps, tripping hazards, or protruding nails.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
o) Are there any holes in the walls, floors, or ceilings?	<input type="checkbox"/>	<input type="checkbox"/>	
p) Is each room that is used for sleeping at least 80 sq. ft., and does each room include a window or skylight? <i>A room of under 80 square feet without a window can be used for another purpose, but not for sleeping. A room used for sleeping must be both 80 square feet and have a window.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
q) Is there a lock on the inside of the apartment entrance door requiring a key to exit the apartment? <i>No double cylinder locks are permitted.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
r) Is there a smoke detector located within 15 feet of the entrance to each room that is used for sleeping?	<input type="checkbox"/>	<input type="checkbox"/>	
s) If 3r is YES - are all of the smoke detectors working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t) Is there a carbon monoxide detector located within 15 feet of the entrance to each room that is used for sleeping?	<input type="checkbox"/>	<input type="checkbox"/>	

SAMPLE

3. Overall Apartment/House (<i>continued</i>)	YES	NO	N/A
u) If 3t is YES - are all of the carbon monoxide detectors working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v) Is there a heat source in every room of this unit? <i>Portable heating units are not permissible.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
w) Is the heat source a radiator?	<input type="checkbox"/>	<input type="checkbox"/>	
x) If 3w is YES – is there steam coming from the radiator or from the pressure valve, or is there moisture around the pressure valve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
y) If 3w is YES – is there evidence of leaking on, under, or around the radiator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
z) If 3w is YES - is the radiator missing a knob or valve? Check the N/A box if you were unable to observe the knob or valve due to the cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
aa) Is this apartment in the basement, cellar, or attic?	<input type="checkbox"/>	<input type="checkbox"/>	
ab) Does the apartment have a living room or common area?	<input type="checkbox"/>	<input type="checkbox"/>	
ac) Can the unit be accessed without having to go through another unit?	<input type="checkbox"/>	<input type="checkbox"/>	
ad) Does the unit have a porch or balcony?	<input type="checkbox"/>	<input type="checkbox"/>	
ae) If 3ad is YES – is it 30 inches or more above the ground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
af) If 3ae is YES, is a railing present and secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ag) Is there a drop ceiling (a secondary ceiling hung beneath the main ceiling)?	<input type="checkbox"/>	<input type="checkbox"/>	
ah) Do you have reason to think that this apartment was illegally subdivided?	<input type="checkbox"/>	<input type="checkbox"/>	
ai) Are there locks on the interior doors that have access to a fire escape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
aj) Is there an unlocked Fire Exit/Fire Escape accessible from all areas of the unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ak) Are all interior doors hung properly and provide secure privacy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
al) Are heat, hot water, electricity and gas included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
am) If the inspection occurs between 10/1 and 5/31 it is required for the heat to be working. <i>Take the temperature in at least one room (not the bathroom or kitchen).</i> <i>During the day (6 AM – 10 PM), if the outside temperature falls below 55 degrees Fahrenheit, the inside temperature must be at least 68 degrees Fahrenheit. If the outside temperature is above 55 degrees Fahrenheit, there is no minimum indoor temperature. At night (between 10 PM – 6 AM), the inside temperature must be at least 62 degrees Fahrenheit at all times.</i>	Inside Temperature: _____ (Fahrenheit) Outside Temperature: _____ (Fahrenheit)		

4. Bathroom	YES	NO	N/A
a) Do the sink, tub/standing shower, and showerhead have hot and cold running water?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Does the water in the sink, tub/standing shower, and showerhead flow freely?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Is the water in the sink, tub/standing shower, and showerhead clean after flushing the pipes for at least 60 seconds (i.e. no rust)?	<input type="checkbox"/>	<input type="checkbox"/>	
d) Is the toilet in proper working order?	<input type="checkbox"/>	<input type="checkbox"/>	
e) Is there a vent or an operable window in the bathroom? <i>You should check for presence of vent airflow/draw.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
f) Is the bathroom free of plumbing leaks (including steam leaks)?	<input type="checkbox"/>	<input type="checkbox"/>	
g) Is there a bathroom accessible to all occupants of the unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Kitchen	YES	NO	N/A
a) Does the kitchen sink have hot and cold running water?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Is the water in the sink clean after flushing the pipe for at least 60 seconds (i.e. no rust)?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Is there a working oven?	<input type="checkbox"/>	<input type="checkbox"/>	
d) Is there a working stove? <i>All burners on the stove must be working.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
e) Is there a working refrigerator with rails and shelves adequate to the household's needs?	<input type="checkbox"/>	<input type="checkbox"/>	
f) Is the refrigerator cold?	<input type="checkbox"/>	<input type="checkbox"/>	
g) Is there a working freezer?	<input type="checkbox"/>	<input type="checkbox"/>	
h) Does the kitchen have cabinets, shelves, or a space to store food?	<input type="checkbox"/>	<input type="checkbox"/>	
i) Does the kitchen have a meal preparation area (e.g., counter space)?	<input type="checkbox"/>	<input type="checkbox"/>	
j) Is the kitchen free of plumbing leaks (including steam leaks)?	<input type="checkbox"/>	<input type="checkbox"/>	
k) Is the stove or oven free of grease build-up?	<input type="checkbox"/>	<input type="checkbox"/>	
l) Is there a working vent over the stove or a window in the kitchen?	<input type="checkbox"/>	<input type="checkbox"/>	
m) Is there a kitchen accessible to all occupants of the unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Turn page)

6. Electrical	YES	NO	N/A
a) Does each room that will be used for sleeping have either two electrical outlets or one outlet and one permanent light fixture?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Do all of the outlets in the kitchen and bathroom have a reset button (GFCI Outlet)?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Are fixtures and electrical devices secure, with no exposed wires, and do they have plate covers?	<input type="checkbox"/>	<input type="checkbox"/>	
d) Is the apartment free of exposed wires? <i>Wires that connect to a cable box are not considered exposed wires.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
e) Are there any wires located in or located near standing water?	<input type="checkbox"/>	<input type="checkbox"/>	

7. Accessibility – Information Gathering Only	YES	NO	N/A
a) Are there any stairs (or steps) between the public sidewalk and the door to the unit?	<input type="checkbox"/>	<input type="checkbox"/>	
b) If 7a is YES - is it possible to avoid all of the stairs (or steps) between the public sidewalk and the door to the unit by, for example, using an alternate tenant-entrance to the building, or by using an elevator (or lift), and/or ramp?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Does the building have an elevator?	<input type="checkbox"/>	<input type="checkbox"/>	
d) If 7c is YES - is at least one in working order?	<input type="checkbox"/>	<input type="checkbox"/>	
e) What are the widths of the following: Front entrance of the building: _____ Elevator door: _____ Entrance to the apartment: _____ Bathroom doors (if more than one bathroom, it is only necessary to measure one): _____ <i>To comply with the Americans with Disabilities Act, elevator doors must be 36 inches wide and doorways must be 32 inches wide.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

8. Approval	YES	NO
<p>a) Are there any other issues that would make the apartment unsuitable to rent?</p> <p>If so, what are they?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>b) Based on the answers you have provided above, do you approve of this apartment for rent by this client?</p>	<input type="checkbox"/>	<input type="checkbox"/>

Certification of Completed Walkthrough		
<p>I certify that I visited the property located at the address indicated above and that the information in this form has been answered correctly to the best of my ability.</p>		
<p>_____</p> <p>DHS Staff Name (Print)</p>	<p>_____</p> <p>DHS Staff Signature</p>	<p>_____</p> <p>Date</p>

SAMPLE

UNIT WALKTHROUGH OUTCOME

Reason for Review: Apartment Walkthrough Room Walkthrough Apartment Escalation

Building Address: _____

Apartment Number: _____ Floor: _____ Walkthrough Date: _____

THE ABOVE UNIT: PASSED FAILED NO ACCESS TO UNIT GIVEN

If applicable, list the reason(s) why the Unit failed. Include the letter of each failed item in its appropriate section below.

- 1. Interior of Building: _____
- 2. Hallway and Apartment or House: _____
- 3. Overall Apartment/House: _____
- 4. Bathroom: _____
- 5. Kitchen: _____
- 6. Electrical: _____
- 8. Approval (provide a detailed description for items 8a & 8b, if applicable): _____

SAMPLE

Note: Section 7. Accessibility is not included above because it is intended for information gathering only.

An abbreviated list of each question from the Apartment Review Checklist (DSS-10a) appears on page 2 of this form.

Failed conditions will require an additional walkthrough. Please contact the party checked below when the unit is ready. DHS HRA Provider

Certification		
I certify that I visited the property located at the address indicated above and that the information in this form has been answered correctly to the best of my ability.		
_____ Person completing walkthrough (Print)	_____ Person completing walkthrough (Signature)	_____ Date
_____ Name of your organization (Print)		

 Landlord/Landlord Representative Name (Print)

 Landlord/Landlord Representative (Signature)

Section 1: Interior of building

- 1a. Stairs and halls not free of hazards
- 1b. Stairs and halls not free of excess garbage
- 1c. No clear path to egress
- 1d. Insufficient lighting
- 1e. No working mailbox/slot
- 1g. Fire exit is locked
- 1h. Fire exit is blocked
- 1i. No self-closing door
- 1j. No bell or buzzer

Section 2: Hallway and Apartment/House

- 2b. No window guards in hallway
- 2c. No window guards in unit

Section 3: Overall Apartment/House

- 3a. Unit under repair, renovation, or construction
- 3d. Fire escape window gate(s) cannot be opened from the inside
- 3e. Window gate(s) has no FDNY stamp
- 3f. Door to room with fire escape window has lock
- 3g. Window(s) is not operable
- 3i. Window to ground is not lockable
- 3j. Unit has cracked, peeling, or loose paint
- 3k. Unit was constructed in 1978 or earlier (ESCALATE)**
- 3l. Unit is not free of vermin
- 3m. Unit is not free of leaks
- 3n. Floor not free of hazards
- 3o. Holes in walls, floors, or ceilings
- 3p. Sleeping rooms are not at least 80 sq ft & do not include window or skylight
- 3q. Apartment door requires key to exit
- 3r. Smoke detector is not present or is more than 15 ft from sleeping room entrance
- 3s. Smoke detector is not working
- 3t. Carbon monoxide detector is not present or is more than 15 ft from sleeping room entrance
- 3u. Carbon monoxide detector is not working
- 3v. Unit does not have heat source in every room
- 3x. Radiator steam is visible (ESCALATE)**
- 3y. Radiator is leaking (ESCALATE)**
- 3z. Radiator is missing knob or valve (ESCALATE)**
- 3aa. Unit is in basement, cellar, or attic (ESCALATE)**
- 3ab. Unit can only be accessed through another unit
- 3ae. Porch or balcony has no railing
- 3af. Unit has dropped ceiling (ESCALATE)**
- 3ag. Unit has potential illegal subdivision (ESCALATE)**

Section 3: Overall Apartment/House (continued)

- 3ah. Interior doors with fire escape access cannot have locks
- 3ai. Fire Exit/Fire Escape must be accessible from all areas of the unit
- 3aj. Interior doors not properly secured
- 3ak. All utilities must be included in room/SRO rentals
- 3al. Unit temperature is not adequate

Section 4: Bathroom

- 4a. No running hot or cold water
- 4b. No freely flowing water
- 4c. Water is not clean or free of rust
- 4d. Toilet is not working
- 4e. No vent or operable window
- 4f. Bathroom has plumbing leaks
- 4g. Bathroom must be accessible to all occupants of unit

Section 5: Kitchen

- 5a. No running hot or cold water
- 5b. Water in sink is not clean after running
- 5c. No working oven
- 5d. No working stove
- 5e. Refrigerator rails and shelves are inadequate
- 5f. Refrigerator is not cold
- 5g. Freezer is not working
- 5h. No food storage space
- 5i. No meal preparation area
- 5j. Kitchen has plumbing leaks
- 5k. Stove or oven has grease build-up
- 5l. No working vent over stove or window in kitchen
- 5m. Kitchen must be accessible to all occupants of unit

Section 6: Electrical

- 6a. Sleeping rooms lack two outlets **OR** one outlet plus one light fixture
- 6b. Outlets in kitchen and bathroom are not GFCI outlets
- 6c. Fixtures and electrical devices are not secured or lack plate covers
- 6d. Unit has exposed wires
- 6e. Unit has wires in or near standing water

Section 8: Approval

- 8a. Other issue
- 8b. Not approved for rent

**Attestation of Compliance for
 Addressing Potential Lead Based Paint Hazards**

Attestation of Compliance for Addressing Potential Lead Based Paint Hazards for Dwelling Units in Pre-1978 Multiple Dwellings and Compliance with Turnover Requirements for Pre-1960 Dwelling Units In Accordance With §27-2056.8 of Article 14 of the Housing Maintenance Code and §11-05 of Title 28 of the Rules of the City of New York

Address (Property or Unit): _____

State of New York

County of _____

I, _____ (PRINT NAME), swear or affirm under penalty of perjury as follows:

1. That I am the (check applicable box)
 - Owner of the Property or Unit identified above
 - Registered Managing Agent of the Property or Unit identified above and have proof of such registration
 - Authorized Agent and have proof of such authorization to act on behalf of the owner of the Property or Unit identified above
2. That the Property or Unit identified above is currently registered with the Department of Housing Preservation and Development (HPD).
3. That I have examined the potential lead-based paint hazards identified in the DSS Apartment Review Checklist (**DSS-10a**) or Room and SRC Review Checklist (**DSS-10d**) form dated _____ (Deficiency) and the Deficiency and any underlying condition was remediated on the dates that I have indicated below.
4. That I have read HPD's Guide to Local Law 1 of 2004 Work Practices, §27-2056.11 of Article 14 of the Housing Maintenance Code, and 28 RCNY §11-06, which are available on HPD's website, and am aware of the work practices required to correct lead-based paint hazards safely and in accordance with the law.

5. That the following are the names and addresses of my agents or employees who performed the work to remediate the Deficiency.

Date Work Performed	Named of Agent/Employee who performed work	Address of Agent/Employee who performed work

6. That the work to remediate the Deficiency was performed in accordance with all applicable requirements of §27-2056.11 of Article 14 of the Housing Maintenance Code and 28 RCNY §11-06.
7. That the agent or employee listed under paragraph 5 who performed the work to correct the Deficiency had completed all required training applicable to the remediation work undertaken, and that the individual was supervised in accordance with any applicable regulations.

(Turn page)

8. That a lead contaminated dust wipe clearance test was performed by an independent, certified inspector, the clearance tests were analyzed by a laboratory certified in the New York State Environmental Laboratory Approval Program, and the results of the clearance tests were in compliance with the lead contaminated dust levels required for clearance. I have maintained a copy of the lead contaminated dust wipe clearance test and agree to provide the results to DSS upon request.

9. If the subject building was constructed prior to January 1, 1960, that I have complied with all provisions concerning work to be performed using safe work practices in dwelling units at turnover pursuant to § 27-2056.8 of Article 14 of the Housing Maintenance Code and 28 RCNY §11-05, and that pursuant to §27-2056.4, I will deliver all required pamphlets, notices, and disclosures regarding occupancy of a child under age six, lead-based paint hazards, and compliance with the turnover requirements to the occupant.

Signature

Date

SAMPLE

BUILDING AND UNIT PRECLEARANCE GUIDE

Steps:

1. Retrieve the Registration information from the Inspection Web-app
<https://inspections.dhs.nycnet/#/inspectionRequest/>
2. Make sure that the following information is on the form:
 - House Number
 - Street Name
 - Apartment Number
 - Landlord's Name
 - Block
 - Lot
3. Using the Borough, Block, and Lot Number (BBL), proceed to the [DOF Search](#)
 Use DOF to verify the following information:
 - Number of Units
 - Number of Floors
 - Year of Construction
4. Proceed to ACRIS: [Automated City Register Information System \(ACRIS\)](#) to verify landlord's name.

Note: For Staten Island, check the Office of the Richmond County Clerk to verify ownership:
<https://richmondcountyclerk.com/Search/BlockLotSearch>

 - The owner's name matches, this step is **PASS**.
 - The owner's name/business name do not match, this step is a **FAIL**.
 Request additional supporting documentation, such as:
 - Lease Agreement
 - Regulatory Agreement
 - Nominee Agreement
 - Condominium Declaration
 - Closing Document from a recent sale
 - Contract of Sale Agreement
5. Proceed to DOB: [Building Information System \(BIS\)](#) and/or [DOB NOW](#) to search for the following:
 - Certificate of Occupancy (CO)
 - Stop-Work-Order
 - Vacate Order
 - Complaints
6. If the CO matches the number of units in the building, this step is a **PASS**.
7. Click on "Action" to view all violations/ECB-violations and Denial of Use, and Letter of No Objection.
8. Placement meets DHS guidelines for Rooms/SROs if there is no Stop Work Order from DOB (partial or full) that impacts the entire building and there is no active Vacate Order (partial or full) from DOB that impacts the entire building (the building is damaged, illegal, or unsafe) even if only one unit is vacated, and it is not where the client is being placed; and
 - No Vacate Order listed for the unit that is being offered, the step is a **PASS**
 - No Stop-Work-Order listed for the unit that is being offered, the step is a **PASS**
 - No Active Complaints Codes below in the four (4) years prior to the move-out date
 - Active Complaints Code below reported to DOB (Rooms and Single Family only) will **FAIL**:
 - **Complaint Category 31** - Certificate of Occupancy - None/Illegal/Contrary to CO
 - **Complaint Category 45** - Illegal Conversion
 - **Complaint Category 71** - SRO - Illegal work/No Permit/Change in Occupancy Use
 - Complaint Disposition Codes that were dismissed or referred elsewhere if inspectors were unable to gain access.
 - Codes **A1 - A9** mean that a violation(s) has been served.
 - Codes **C1 - C4** mean that inspectors were unable to gain access to conduct an inspection or that access was denied.

Note: For the full list of Complaint Categories and BIS Complaint Disposition Codes, please refer to:
[Complaint and Disposition Codes](#)

BUILDING AND UNIT PRECLEARANCE GUIDE *(continued)*

Steps:

9. Proceed to the NYSDOH “Adult Care Facility Do Not Refer List”:
https://www.health.ny.gov/facilities/adult_care/docs/acf_do_not_refer_list.pdf
 - If the building is on the list, the unit **FAILS**

10. Proceed to HPD [HPD Online](#) to check the following information:
 - Confirm that the building has a current registration.
 - Substantiate the number of “A” units (apartments) and “B” units (rooms/SRO)
 - Litigation Case Status must be closed to **PASS**
 - Heat/Hot Water Litigation
 - Comprehensive Litigation
 - Confirm that there are no open lead violations in the unit being offered and building level:
 - Order Numbers 555, 604, 606, 607, 610, 612, 614, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 631, 632. If there are open lead-based paint violations in unit or building, the unit **FAILS**
 - The building must not belong to the Alternate Enforcement Program (AEP): Order” numbers 728 and 729 do not pass review.
 - The building is not listed in the Underlying Conditions Program (LL6): “I Order” number 730 is a **FAIL**
 - Vacate Order: open vacate orders (partial or full) that affect either the entire building or the individual apartment/room is a **FAIL**
 - Review Initial Inspection Card (I-CARD) for buildings constructed between 1800 and 1938.
 - The number units and floor must match the I-CARD record.

11. Proceed to the FDNY Vacate List: [FDNY Vacate List](#)
 - If the building is listed on the FDNY Vacate List, the unit is a **FAIL**.

12. Proceed to Property Shark: [Property Shark](#)
 - Confirm that “LIS PENDENS” (Initial foreclosure filing) open vacate orders that affect either the entire building or the individual apartment/room has not been filled on the building. If a LIS PENDENS has been filed, consult with the unit supervisor.

CLEARANCE DETERMINATION	
Automatic Fail	Require Further Investigation
<ul style="list-style-type: none"> • Lead Violation in the unit or Code 619 • Heat/Hot water litigation • Comprehensive litigation • Listed in the Alternate Enforcement Program (AEP) • Full Vacate Order • Incorrect Landlord Name • Incorrect floor and apartment number 	<ul style="list-style-type: none"> • Lis Pendens • Certificate of Occupancy (CO) issue • Coop and Condo proof of ownership <ul style="list-style-type: none"> ▪ Coop provides a copy of the Stock/Share Certificate ▪ Condo provides a copy of the Deed with the unit number listed on it • Owner /Address/Unit does not match.



Department of Social Services
Accountability Office

Websites for Violation Verification Desk Guide

New York City

DOB Address Verification Site:

<http://a810-bisweb.nyc.gov/bisweb/bispi00.jsp>

NYSDOH uncertified facilities/referral suspension list:

https://www.health.ny.gov/facilities/adult_care/memorandum.htm

HPD Alternative Enforcement Program (AEP) list link below:

<https://www1.nyc.gov/site/hpd/owners/AEP.page>

FDNY Vacate Order list:

<https://www1.nyc.gov/site/fdny/business/violations/violations.page>

DOF ACRIS link:

<https://a836-pts-access.nyc.gov/care/forms/html/frame.aspx?mode=content/home.htm>

<https://acrisweb.csc.nycnet/DS/DocumentSearch/Index>

New York State

Nassau County:

<https://i2f.uslandrecords.com/NY/Nassau/D/Default.aspx>

Rockland County:

<http://rocklandgov.com/departments/clerks-office/land-records/>

<https://cotthosting.com/NYRocklandExternal/User/Login.aspx?ReturnUrl=%2fNYRocklandExternal>

Suffolk County:

<https://kiosk.suffolkcountyny.gov/kioskweb/Notifications.aspx>

Westchester County:

<https://wro.westchesterclerk.com/Login/Login.aspx?ReturnUrl=%2f>

Yonkers: 914-377-6500 – Must make request in person.

Out of State - New Jersey

Clifton: 973-470-5809 – Must make OPRA (Open Public Relations Act) request via clerk’s office.

East Orange:

<https://www.sdlportal.com/towns/nj/essex/eastorange/maps>

Edison: 732-287-0900 – Must make OPRA (Open Public Relations Act) request via clerk’s office in person, which is sent to buildings, and will be returned via the clerk’s office (up to 7 business days for info).

Elizabeth: 908-820-4131 – Must make OPRA (Open Public Relations Act) request via clerk’s office in person/fax (up to 7 business days for info).

Hackensack: 201-646-3920 – Must make OPRA (Open Public Relations Act) request via clerk’s office in person/fax (up to 7 business days for info).

Newark:

<http://data.ci.newark.nj.us/dataset/code-enforcement/resource/3f1b0cc7-48ab-4cf4-9100-c90f99be98e7>

Paterson: 973-321-1310 – Must make OPRA (Open Public Relations Act) request via clerk’s office (up to 7 business days for info).

Rutherford: Department Head: Frank Recanati 201-460-3010 frecanati@rutherfordboronj.com
www.rutherfordboronj.com/departments/building

Union: 908-851-8501 – Must make OPRA (Open Public Relations Act) request online or in person (up to 7 business days for info). www.uniontownship.com

Bergen County:

<http://www.bergencountyclerk.org/services/71>

Hudson County:

<http://www.hudsoncountyregister.org/property-search/>

Middlesex County:

<https://mcrecords.co.middlesex.nj.us/recordssearch/>

Passaic County:

<http://records.passaiccountynj.org/PRESS/indexPassaic.aspx>

Additional property information for each New Jersey county can be found at:

http://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?&ms_user=monm&passwd=&district=1301&adv=0&out_type=0&srch_type=2



Department of Social Services
Accountability Office

(CityFHEPS)

CityFHEPS Period: mm/dd/yy - mm/dd/yy

Property

Address of record:

Does address match on all documents (Yes/No):

If No, indicate:

Owner/ Landlord Name:

Does landlord match on all documents (Yes/No):

If No, indicate:

Are all the listed documents included (Yes/No):

If No, indicate:

Rent amount: \$ /month

Does rent match on all documents (Yes/No):

Client share of rent: \$ /month

CityFHEPS household composition:

Provider (name + address):

ARC walkthrough date:

Packet date of submission:

ARC issues found:

SAMPLE

Department of Buildings (DOB)

The following questions can be answered by visiting the DOB website www.nyc.gov/buildings

1. Does this building have open vacate orders that affect either the entire building or the individual apartment/room, as per the DOB?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does this building have a Stop Work Order in effect Partial or Full that affects either the entire building or the individual apartment(s)/room(s) intended for use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Are there any complaints on the DOB BIS system in the last four years in categories 31, 45, or 71 with a final disposition code of A1 – A9, C1 – C4, or with no disposition code? http://a810-bisweb.nyc.gov/bisweb/bispi00.jsp	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p>4. Does the unit appear to be a legal apartment as per the Certificate of Occupancy (C of O) on the DOB website?</p> <p>Note: The C of O, Temporary C of O, Letter of No Objection, or I-Card authorizes residential occupancy. http://a810-bisweb.nyc.gov/bisweb/bispi00.jsp</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p>5. Please enter the date of construction of the building as listed on the C of O.</p>	<p>Year of construction:</p>		

<p align="center">Department of Finance (DOF)</p>	
<p>The following question can be answered by visiting the DOF website https://www1.nyc.gov/site/finance/index.page</p>	
<p>1. Is a building owner listed for the unit?</p> <p>If yes, record the building owner name.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p align="center">Department of Housing Preservation and Development (HPD)</p>		
<p>The following questions can be answered by visiting the HPD website: https://hpdonline.hpdnyc.org/HPDOnline/provide_address.aspx or by entering the property address into the HPDONLINE section of HPD’s page at www.nyc.gov/hpd.</p>		
<p>1. Does the unit have an open lead violation on the HPD website? Order Numbers 555, 604, 606, 607, 610, 611, 612, 614, 616, 617, 618, or 619</p> <p><i>If there are open lead-based paint violations, the owner must correct those violations before an Apartment Review will be conducted. You can call HPD at 212-863-5501 or visit their website at nyc.gov/hpd to obtain guidance on how to clear those violations.</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2. Does the building have open litigation for heat and hot water?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>3. Is the building subject to comprehensive litigation?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>4. Is the building listed in the Alternative Enforcement Program with an “I Order”?</p> <p>Note: the AEP is listed in red if your building is in the program. A building with an “I Order” number 729 does not pass review.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. Is the building listed in the Underlying Conditions program? Note: "I Order" number 730 does not pass review.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Does this building have open vacate orders that affect either the entire building or the individual apartment/room intended for use with the subsidy as per HPD?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Is the building subject to 7A Administration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Fire Department of the City of New York (FDNY)		
The following question can be answered by visiting the FDNY website https://www1.nyc.gov/site/fdny/business/violations/violations.page		
1. Does the FDNY have an active vacate order for this property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

New York State Department of Health (NYS DOH)		
The following question can be answered by visiting the NYS DOH website https://www.health.ny.gov/facilities/adult_care/memorandum.htm		
1. Does NYS DOH include this building on its Uncertified Facilities List or Referral Suspension List?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Does packet contain website clearance checklist by DHS (Yes/No):

Do the results match your findings? If No, what's different?

DOB other issues:

HPD other issues:

Recommendation: Pass Fail

If failed, indicate reason for fail:

Packet content fail (number of reasons it failed [not pictures]):

Procedural content fail [picture request received] (Yes/No):

Post move in fail (Yes/No):

Package Reviewed by Investigator: