

Mold and Moisture Checklist

Item for Inspection	Check for "Yes"	Explanation, if necessary:
<u>Is water damage, wet areas or mold present with regard to:</u>		
Boxes, books, paper	<input type="checkbox"/>	
Carpeting	<input type="checkbox"/>	
Other flooring	<input type="checkbox"/>	
Upholstered furniture	<input type="checkbox"/>	
Drapes	<input type="checkbox"/>	
Walls, wallboard	<input type="checkbox"/>	
Closets	<input type="checkbox"/>	
Ceiling tiles	<input type="checkbox"/>	
<u>Questions regarding the potential for mold or moisture problems:</u>		
Does the area smell moldy or musty?	<input type="checkbox"/>	
Does the roof leak?	<input type="checkbox"/>	
Are there any structural leaks (flashing, windows, etc)?	<input type="checkbox"/>	
Are there any plumbing leaks?	<input type="checkbox"/>	
Is ventilation adequate?	<input type="checkbox"/>	
Is the indoor relative humidity too high?	<input type="checkbox"/>	
Are HVAC drip pans clean and flowing freely?	<input type="checkbox"/>	
Is the HVAC system maintained regularly?	<input type="checkbox"/>	
Is landscaping directing water into or under the building?	<input type="checkbox"/>	
Do gutters direct water into or under building?	<input type="checkbox"/>	

Confirmation of Receipt of Mold and Moisture Pamphlet (Required if any inspection items are marked "yes")

I have received a copy of the pamphlet, *A Brief Guide to Mold, Moisture, and Your Home*, informing me of the potential risks, clean-up and prevention of mold problems in my dwelling unit. I received this pamphlet before the work began.

Printed name of recipient	Date
Signature of recipient	

Self-Certification Option (for tenant-occupied dwellings only)

If the mold pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

Refusal to sign--I certify that I have made a good faith effort to obtain the required signature for the pamphlet, *A Brief Guide to Mold, Moisture, and Your Home*, to the dwelling unit listed below at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

Unavailable for signature --I certify that I have made a good faith effort to deliver the pamphlet, *A Brief Guide to Mold, Moisture, and Your Home*, to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door.

Printed name of person certifying mold pamphlet delivery	Attempted delivery date and time
Signature of person certifying mold pamphlet delivery	

Unit Address: _____

Note Regarding Mailing Option - As an alternative to delivery in person, you may mail the mold pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. (Document the date with a certificate of mailing from the Post Office.)