



## NSA Naples Housing Service Center Leasing Requirements

Naval Support Activity Naples has established the following requirements for leasing a residential home located in the Italian community through the Housing Service Center (HSC).

### Reviewed Documents

The following documents are required to be reviewed prior to administration of a lease signing between the landlord and the customer. A housing employee will review the documents with the Landlord, or designated representative with an official Power of Attorney.

*Note: If documents are on-file from a previous lease, then they may not be required again.*

The registration will be granted only for properties categorized for residential use with categories: A1, A2, A3, A4, A5, A6, A7, A8, A9, A11. **Category A10, offices and private commercial studios will not be registered.**

#### **Mandatory**

1. ID card and Codice fiscale (in case of a company, its certificate of registration, updated to 30 days).
  - 1a. Power of attorney or substitutive declaration of notary deed of the delegate).
2. Historical cadastral deed of the property updated to 30 days + cadastral deed of the land (if required).
3. Ownership title of property – Notarial deed.
4. Building permit/ Sanatorium petition/Building amensty/Self-declaration.
5. APE (energy efficiency certification).
6. Garbage tax calculation (number of the occupants as per the tenant's orders family composition).
7. Water invoice or, if it is condominium, administrator's declaration; if there is one water meter for mutple units, installation of a private water meter with the landlord's self-declaration for the number of units.

#### **Situational**

1. Certificate of the proper installation of the internal furnace with the technician certificate of registration and schematic description.
2. Electric invoice (if the unit is not registred).
3. Condominium documentation (if any).

4. Copy the bill of the garage parking space or estimate.
5. Assigned parking space as per the ownership title or as per the condominium regulation.
6. SCIA (Certified notification of starting work process) DPR n.151 of the 01 Agosto 2011.
7. Digital photos (at least 10 photo of which 1 of the exterior of the unit).

## Inspection Criteria

The HSC ensures all community housing meets the inspection criteria. This document encompasses basic health and safety items and are required for the benefit of the HSC customers. No exceptions will be made to these standards. The Housing Inspection Checklist follows the same category groupings used below. If unable to verify systems (i.e. hot water, furnace, air conditioner, etc.) are functioning due to electricity not turned on, the Landlord will be responsible to complete any repairs with three (3) days of the move-in date.

The HSC, through its inspectors will check the GPS coordinates.

**A. Electrical.** Inspections do not require the skills of an electrician. Most of the components can be verified by a visual inspection and/or observation. Some components require easy-to-read equipment (such as the outlet tester) or actual testing of the electrical device by depressing a test button on such items as smoke detectors.

1. All receptacles must be installed and connected in accordance with the declarations of conformity. Where used, the tester indicates its correct function and installation. The landlord is responsible to restore any anomalies.
2. All switches and receptacles will be visually inspected to ensure they are intact and undamaged. Covers must be properly located to prevent any potential hazards.
3. All smoke alarms must be in the proper location (located in hallway prior to bedrooms for protection of sleeping quarters) and working properly. The inspector will depress the test button to ensure the alarm is working. Each dwelling unit is required to have a minimum of one smoke alarm per level of the dwelling unit to include the basement. Smoke alarms are not required in the kitchens.
4. Carbon monoxide detectors will be installed in dwelling units that have attached garages that are not otherwise ventilated or units that have fuel-burning (non-electrical) appliances. They will be a minimum of one per dwelling unit.
5. Circuit breaker and electrical service panels must be accessible inside the dwelling unit with each circuit clearly marked.

6. Light fixtures in living areas (excluding closets and storage areas) must operate from a switch and have a working bulbs. A non-working bulb could indicate any anomalies to the system or need to be replaced. The switch must not emit any buzzing sounds or arcing which could indicate a possible short.

7. Shuko-type outlets with grounding are required for large appliances, including the ones delivered from the Housing Warehouse in order to prevent potential domestic hazards.

**B. Plumbing.** This component primarily requires visual inspection and simple testing of its proper functioning.

1. All toilets must flush properly which includes which includes its proper functioning.

2. All sinks, bath tubs, and showers will have both hot and cold running water.

3. The inspector will verify that water provided to the house is connected to the city water having verified the installation meter.

4. Verify that there is sufficient water pressure from the taps and their drains working properly.

5. Inspect the furnace visually to ensure that it is installed in accordance with the regulations. All furnaces must have a pressure water valve. If the furnace is located in a garage, the parties will be informed that the area cannot be used as parking space for any vehicle with combustion engine. During air conditioning season, check the condensate line/drain pan to ensure no blockage exists that may cause water damage inside the dwelling unit.

6. Bath tubs and sinks must have functioning stoppers. This can be either a mechanical stopper as part of the faucet or a detached plug/stopper.

7. All wet areas of the dwelling unit: bathrooms, kitchens, laundry rooms or any other room with a domestic water source must be inspected for leaks from water supply and drain lines. Leaking water can lead to structural damage, mold, etc.

8. A master water shutoff valve for the dwelling unit will be clearly marked and easily accessible. Note: An acceptable alternative may be to have individual shutoff valves at each plumbing fixture.

**C. Heating, Ventilation and Air Conditioning (HVAC).** In most cases, the inspector verifies the properly functioning of the system. Depending on the time of year the inspection is conducted, it may not be possible to verify operation. As an example, during cold months, it may not be possible to determine proper operation of the air conditioner. In this case, the inspector would check "N/A" on the inspection checklist and annotate that it could not be checked.

1. The inspector will check that all non-electric space heaters must be vented to the exterior of the dwelling unit. Space heaters include those fueled with natural gas, oil, propane, or kerosene. Unvented space heaters using these fuels can cause carbon monoxide accumulation in the dwelling unit resulting in carbon monoxide poisoning. If the inspector finds an unvented natural gas space heater connected to a gas line, the space heater must be disconnected by the owner/property manager and removed from the dwelling unit for the dwelling unit to pass inspection.

2. If the dwelling unit has air conditioning, the inspection will ascertain that the unit works, but not determining the efficiency. Air temperature can be checked with an infrared temperature sensor, in case it won't reach the required parameters/values.
3. The ultimate purpose of the furnace is heat the inside of the dwelling unit. The inspector will verify its functioning but will not determine its efficiency. The air temperature can be checked with an infrared temperature sensor.
4. Ceiling fans are not required, but, if they are present in the dwelling unit must be operational. The ceiling fans shall be operated by using either a wall switch (if one exists) or the chain fan itself.
5. The gas tank safety valve must be certified every two years. This is usually confirmed with a tag or a sticker on the valve, or with a current certification issued by competent authority.
6. If the dwelling unit is equipped with an internal furnace, it must be installed and connected in accordance with the regulation, with a specific schematic description of its installation.

**D. Appliances.** If the landlord provides the appliances, they must be operational, in a good state of repair and clean. The inspection is visual and requires turning on of them. No testing equipment is required.

1. The inspector will check that the kitchen range and oven are operational. All burners on the cooktop work when dial is in the "on" position. All oven heating elements and lights are operational. Pilot light on gas ovens work properly. Anti-tip brackets are installed to prevent the range from tipping forward when the oven door is open. The anti-tipping requirement is when the oven door is open, to prevent and potential domestic hazard. Additionally, the appliance will be free of grease to prevent fires as well as for sanitary reasons. Oven doors are intact and functioning.
2. Microwave ovens (when present) will operate correctly and have no missing parts or damage that could result in radiation leaks.
3. Refrigerators and freezers must be clean, free of mold, operational and in good state of repair. There will be no missing parts such as crisper drawers. Refrigerator freezer compartments must have either ice makers or ice cube trays. All lights must work and all door gaskets must be pliant and intact.
4. Dishwashers must be operational and are tested by starting a wash cycle to ensure water supply is connected. Visually check the door gasket to make sure it seals properly and does not allow water to leak during operation. There must be no mold or mildew present.
5. Garbage disposals, where present, must be operational when turned on at the switch. The rubber sink gasket that leads into the disposal unit must be free of mold and mildew.
6. The dwelling unit must have washer and dryer connections or have accessibility to laundry facilities located on the premises. When washers and dryers are provided they must be operational and in a good state of repair. Washers will be visually inspected for mold, proper door gaskets to prevent leaks, and verification that water does flow into the machine as required.

U.S. specification dryers will be checked to ensure they are vented and there is no buildup of lint in the exhaust vent. All dryers will be inspected to ensure there is no buildup of lint in the lint filters since such buildup could cause a fire.

7. Range hoods may be vented or unvented and will be inspected to determine if they operate properly. Turn the light switch and fan motor on to test. Ensure that the range hood fan filter is in place and is the correct size. The unit will be clean and free of grease.

8. The maximum space available for the stove will be noted to facilitate warehouse furniture delivery.

9. The maximum space available for the refrigerator will be noted to facilitate warehouse furniture delivery.

**E. Environmental.** This component is a visual inspection looking for potential environmental hazards. Should mold be observed or if there are indications that lead the inspector to believe mold might exist out of sight, such as inside a wall, the property owner will be required to arrange a professional inspection to: 1) determine if mold exists; 2) outline necessary steps to mitigate the problem; or 3) provide documentation that no mold exists.

1. Check all areas of the home for any visible signs of mold. An inspector might expect to find mold only in wet areas but it is possible to find mold migrating from wet areas to non-wet areas due to seepage under sill plates, floor coverings, etc.

2. In older homes, it can be expected to find lead paint. In many instances it has already been encapsulated. However, any building component in an older home that is a friction point can produce lead paint dust which is extremely toxic to children and can cause serious brain damage. One example would be the window sash that moves up and down when the window is opened and closed. The inspector will use lead wipes in the window sill or on the window stool to determine if lead dust is present and therefore a hazard to children. The resident will be made aware that lead dust may be present.

3. Conduct a visual inspection for signs of water intrusion from the exterior of the dwelling unit to the inside. One example would be water stains on the ceiling that might indicate a roof leak. Water stains below a window could indicate a window leak. Long-term leakage can cause wood to rot, sheetrock deterioration, and a damp environment that can cause an increase of insects and propagation of mold.

4. Conduct a visual inspection of interior areas such as basements where pipe leakage could occur. This would include areas other than the wet areas described under the plumbing section. Any dampness can result in structural weakening or mold growth.

5. Conduct a visual inspection of drawers, cabinets, and baseboards for signs of rodents, insects or other pests. Evidence includes animal feces, eggs, or dead pests. Mouse droppings can be a source of Ranta Virus and must be thoroughly cleaned up before a tenant moves into the unit.

**F. Security and Egress.** Security requirements improve the physical safety of residents and will provide peace of mind for customers whose spouses are frequently absent due to mission requirements. Egress is an important consideration for any dwelling unit. In case of emergency, all residents must be able to evacuate the premises immediately and safely. Egress requirements are identified for primary means of

escape and secondary means of escape. Primary means of escape will be a door, stairway or ramp providing a means of unobstructed travel from the dwelling unit at street or finished ground level. Secondary means of escape are windows in living areas. Each sleeping room must have at least one form of egress. HSC inspectors will be thoroughly familiar with egress requirements. The following requirements pertain to secondary egress.

1. Sliding patio doors must have two locks, both of which are operational. Normally there is the primary lock that comes from the manufacturer as part of the door assembly. The second lock may be a wooden rod/dowel that sits on the tracks, preventing the door from sliding open from the outside. It could also be a thumb screw lock that attaches to the track and prevents the door from sliding open. No keyed lock may be used on the door track, because residents (especially children) may not be able to locate the key, making escape difficult, if not impossible.
2. All bedrooms (if there is no exterior door opening out from the dwelling unit to a balcony or patio) must have at least one window on an outside wall that provides a clear opening and meets local minimum egress requirements. Where no local requirements exist, windows must provide a clear opening of 5.7 square feet and not be less than 20 inches wide nor 24 inches high and the bottom of the opening must not be more than 44 inches above the floor.
3. Window egress must meet local requirements or be within 20 feet of the ground. Most two-story homes will meet this requirement. A three-story home would likely not meet this requirement. If the distance is greater than the local requirement or 20 feet, the room may not be used as a bedroom unless a fire escape system is available.
4. Windows in living areas having a sill height below ground level must still meet the requirement for a clear opening plus they must have a window well meeting the following requirements:
  - a. Dimensions of the window well must allow the window to be fully opened.
  - b. The window well must have a clear opening meeting local requirements or not less than 9 square feet.
  - c. The length and width of the window well must meet local requirements or not be less than 36 inches.
  - d. Window wells must meet local requirement or not measure less than 44 inches and must be equipped with a permanently affixed ladder or with steps that allow residents to reach ground level. Ladder or steps cannot encroach on the minimum clearance requirements of the window well.
5. The minimum width of interior stairs and hallways in interior living areas must meet local egress requirements.
6. The minimum width of all doors must meet local egress requirements.
7. Window latches/locks must be in good working order. There can be no loose or missing screws or hardware.
8. Balcony railing must meet local requirements or measure 42 inches in height.

9. Handrails are required on one side of all stairways of more than three steps. The inspector will ensure that the handrail are securely fastened and comply with local requirements.

10. For security purposes the home must have a hard-wired or wireless alarm system as well as an internal and external siren and a switch panel to select zones. Video recording alarm sensors or smoke producing intrusion deterrents are prohibited.

**G. Exterior.** A quick walk around the dwelling unit doing a visual inspection of the exterior of the house will be sufficient to obtain an idea of problems that may be found. The inspector should look for any potential security issues that may require a closer look once inside the dwelling unit.

1. Inspect the roof to see if it is intact. This is a visual inspection from the ground and does not require climbing on the roof. There must be no missing or damaged shingles; no missing gutters nor damaged fascia and soffits; and no tree limbs lying on the roof or brushing the roof when the wind blows. Flashings will be in a good state of repair.

2. The exterior must be finished. Paint will be in good condition. The exterior walls will be free of mold, mildew, moss, or vines which may harbor pests.

3. No cracks or holes will be visible in the foundation of the dwelling unit and it will be structurally sound based on this visual inspection. Windows in the foundation walls will be caulked with no apparent gaps.

4. Conduct a visual inspection of all balconies. No cracks will be visible. The dwelling unit must be structurally safe of this visual inspection.

#### **H. Other**

1. The inspector will check to make sure there is a sink and some counter space in the kitchen.

2. The inspector will check to make sure all bathrooms are fully furnished, with a minimum of one bathroom furnished with a sink, toilet and bath tub or shower.

3. The inspector will check to see if there are connections for a washing machine and note if the connections are for hot and cold water or just cold water.

4. The inspector will check to see if there are connections for a dryer and note if the connections are for a gas or electric dryer. The inspector will verify that an electric outlet is available and if there is an external vent for an American-style dryer.

5. Homes should have an assigned parking space.

6. The appropriate level of furnishing will be annotated.

#### **Miscellaneous**

1. The property must have an individual residential gas meter (in case the unit is supplied with natural gas).

2. The property must have an individual, residential use electric meter with a minimum of **3 KWh**.
3. If there are two or more properties that use any common electricity (i.e. electric gate, lights, water pump pool, etc.) a separate meter must be present.

For homes with a backup water tank, the following disinfecting procedures are to be accomplished every 6 months:

#### **HOW TO DISENFECT THE WATER HOLDING TANK (Landlord's Responsibility)**

1. Disconnect the tank from the city water supply (meter) and from the water system connected to the house.
2. Empty the water tank.
3. Wash and rinse the tank internally ensuring to scrub the sides; this procedure may also be done using a high pressure irrigation device to remove dirt and debris.
4. Rinse out the tank again.
5. Prepare a solution of water and bleach in the following proportions: 15 ml of bleach for every 4.5 liters of water. (equivalent to 1 coke can to 100L of water)
6. Using the prepared solution, scrub the internal walls of the tank; this may also be done using the same high pressure irrigation device and the prepared solution. Then allow solution to sit for 2 hours.
7. At the end of the 2 hours, empty the tank and rinse thoroughly with clean, potable water.
8. Reconnect the entire system and fill the tank with clean potable water.
9. Finally, fill the tank 3 times, each time allowing the water to run through the entire plumbing system and to empty out through the water taps in the house.