



INSPECTIONS DIVISION RENTAL PROPERTY CHECKLIST

EXTERIOR OF STRUCTURE

- Are the street numbers visible from the road? (4 inches high & ½ inch stroke width)
- Are the steps, decks and landings safe to use? Do they have level, uniform treads and risers?
- Are all handrails firmly fastened and capable of supporting normally imposed loads and in good condition?
- Is the house foundation free from holes, large cracks and openings?
- Is the house or accessory structure free of excessive peeling paint, maintained and structurally sound?
- Is there exposed wood visible?
- Are there any deteriorated, rotted, missing siding or trim present?
- Are gutters/downspouts connected to structure and directing water away from the structure? Is grading sufficient to prevent pooling of water?
- Is the roof and flashing free from deterioration and weather tight?
- Is the chimney(s) in good repair and structurally sound?
- Are all gates and fences structurally sound and in good repair?
- Are all retaining walls plumb and free from loose/deteriorated materials?
- Are all windows weather tight and glazing materials free from holes/breaks?

INTERIOR OF STRUCTURE

- Do all exterior doors have approved deadbolt locks and sufficient weather stripping?
- Do all interior doors close and latch properly? Are they properly attached to hinges and jambs?
- Are screens and storm doors in safe condition with adequate hardware?
- Are all walls and ceilings free from peeling paint, holes, and loose plaster?
- Are the floor coverings free of damage and tripping hazards?
- Are all floors structurally sound and capable of supporting the imposed loads?

ELECTRICAL SYSTEM

- Is all electrical equipment and wiring installed properly and maintained in a safe and approved manner?

- Are all faceplates for outlets, switches, and junction boxes installed, including basements/crawlspaces and attics?
- Is the electrical system free of hazards?
- Is there a working light fixture present for every hallway, interior stairway, toilet room, kitchen, bathroom, laundry room, and furnace room?

HEATING SYSTEM

- Is the heating system capable of maintaining a room temperature of 65 degrees Fahrenheit in all habitable rooms, bathrooms and toilet rooms?
- Are all mechanical equipment, fireplaces, and solid fuel-burning appliances installed properly and maintained in a safe working condition?
- Are all fuel-burning heating equipment connected to an approved chimney or vent?
- Does the fuel-burning equipment have a reliable source of combustion air?

PLUMBING SYSTEM

- Does each dwelling contain a bathtub or shower, lavatory, water closet, and kitchen sink that is maintained in a safe working condition?
- Is the water heater properly installed and equipped with a temperature and pressure release valve with an extension tube of no less than 6" from the floor?
- Do all plumbing stacks, vents, waste and sewer lines function properly and free of obstructions and leaks?
- Does the structure have adequate water pressure?
- Are all sinks and tubs/showers supplied with hot or tempered water?

LIGHT, VENTILATION AND OCCUPANCY LIMITS

- Does every habitable space have at least one operable window?
- Does the bathroom or toilet room have at least one operable window or a mechanical means of ventilation?
- Is the clothes dryer properly vented to the exterior of the structure?

FIRE SAFETY

- Does every sleeping/bedroom have at least one operable window that meets emergency egress/rescue standards?
- Are hallways, exit doors, egress windows, and stairways unobstructed and clear of rubbish or storage?
- Is there a 3-foot clearance around any heating appliance or other source of ignition within the dwelling? (not including cook stoves)
- Are all existing smoke detectors functioning properly?

INFESTATION

- Is the residence free from insect and rodent infestation? The owner will be responsible for extermination prior to renting or leasing the structure. In a single family residence the occupant will be responsible for extermination. In a duplex or multi-family building the owner shall be responsible for extermination in the public or shared areas of the structure and the exterior of the property

BASEMENT/CRAWLSPACE

- Are all structural members plumb and free from rot/deterioration?
- Is the basement/crawlspace free from water leakage?
- Does the sump pump discharge to the exterior of the property?
- Are all floor drains free from obstructions/defects?
- Is condensation from the air conditioning unit discharged to the exterior or directed to a floor drain?
- Is the insulation installed properly and free from sagging/deterioration?
- Is the ductwork installed properly and is it free from damage/deterioration?