

RENTAL PROPERTY CHECKLIST



Housing Inspections are responsible for promoting the health, safety, and livability of the housing stock in the City of Mentor. Regular inspections of rental properties are conducted to ensure they are safe and well-maintained. This checklist is provided to property owner/landlords to assist in preparing for property inspections.

EXTERIOR

Exterior Walls

- Soffit and fascia in good repair
- House numbers visible from public right of way
- Siding is weathertight and intact

Paint

- Wood surfaces weather-protected
- No peeling, chipping, flaking or otherwise deteriorated paint

Foundation

- Structurally sound
- Free from holes or gaps
- Proper grading
- Free from deteriorated block, brick and mortar joints

Roof

- Free of leaks
- Structurally sound
- No loose, deteriorated or missing shingles
- Roof overhang free from deterioration

Existing Gutters & Downspouts

- Free of debris
- Properly attached and drains away from structure
- Operable and in good condition

Chimney

- Tuckpointing/mortar in good repair
- Stable and structurally safe

Porch/Deck

- Structurally sound and in good repair
- Guardrails required if over 30 inches above grade

Stairs/Steps

- Securely attached and free of deterioration
- Graspable handrails required on stairs/steps with four or more steps/risers
- Every handrail shall be firmly fastened and capable of supporting normally imposed loads
- Continuous guardrails required on open sides of stairways 30 inches or more above grade

PREMISES & ACCESSORY STRUCTURE

Garages/Shed

- In good repair and structurally sound
- Exterior surfaces weather-protected and intact

Fences

- Well-maintained, structurally sound and free of deteriorated/missing panels/slats
- Wood surfaces weather-protected
- If painted, must be of one consistent color

Yard

- Grass and weeds cut/not exceeding 8 inches/free of noxious weeds
- Proper grading and ground cover
- No litter, car parts, yard waste, construction waste, or other miscellaneous debris
- Firewood neatly stacked and properly stored
- Compost is properly contained and maintained
- Dead trees and/or branches removed.

Vehicles / Parking / Trailers / RV

- No commercial vehicle parking with a net curb weight greater than 10,000 pounds allowed
- Parking only on approved parking surfaces of concrete, asphalt or permeable type pavers. No gravel, unless previously existing.
- No abandoned, unlicensed, or inoperable vehicles

INTERIOR

Walls & Ceiling

- In good repair
- Free from holes
- No flaking, chipping, or peeling paint
- Free from water damage

Floors

- In good repair
- No holes
- Structurally sound
- No trip hazards (i.e. torn carpet, missing flooring)

Hallway / Stairs

- Clear pathways
- Handrails/guardrails securely attached
- Continuous guardrails required on open sides of landings/stairways 30 inches or more above grade
- Graspable handrails
- Floor covering should be intact and secured to stairs

Sleeping Rooms

- Proper egress window or door open to the outside required
- Proper light and ventilation

Windows

- No broken/cracked glass
- Easily openable and remains open without the use of a prop
- Openable windows if they have screens must be in good repair
- Weathertight
- Window frame and sashes must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk

Doors

- Fits frame, closes and latches securely
- Proper working hardware
- Weathertight and rodent proof
- Unit exit and entrance doors require deadbolt locks
- Storm/screen doors are maintained in good condition with functioning closers

Kitchen

- Cabinets and counters must be in good repair
- No loose or dripping faucets
- Drains must function properly, free of obstructions
- Appliances are plugged directly into outlets without the use of extension cords or adapters
- Gas appliances must be connected properly with approved fittings/connectors

Bathroom

- Sink and tub/shower properly installed and maintained in good repair with caulking intact
- Toilet properly installed with all components intact and properly secured, maintained and functioning
- Light fixture required
- Bathroom cabinets must be in good repair
- No loose or leaking faucets
- Mechanical venting must work if present

Foundation / Basement

- All foundations of every structure shall be maintained structurally sound, watertight and in good repair.

Electrical

- Adequate service and outlets
- Properly installed service panel
- All fuse and circuit breaker functions must be accurately labeled
- Spliced wiring must be in an approved electrical junction box
- A bonding jumper must be installed on the water meter
- Fixtures must be intact and properly functioning
- All lights, switches and receptacles must be operable
- Extension cords cannot be used in lieu of permanent wiring
- Cover plates required on all outlets, switches, and junction boxes
- All wiring must be properly installed, supported and protected
- Accessible three prong receptacles will be checked for grounding and polarity
- Two prong receptacles converted to three prong must be properly grounded
- All receptacles that are replaced and are within six feet of water are required to be GFCI protected

Mechanical

- Heating facility must be properly installed and maintained
- Heating appliance must maintain interior temperature of 65 degrees from October 1 to May 15
- Temporary heating devices shall not be used as primary sources of heat
- Fuel burning facility must be connected to an approved chimney, flue or vent

- Temperature pressure relief valve on hot water tank must have extension pipe installed and cannot be more than six inches from the ground

Plumbing

- All plumbing must be installed and maintained to code
- Fixtures must be free of leaks, corrosion and in proper working order
- Hot and cold running water with adequate pressure required to each fixture
- Waste lines must be properly installed and vented
- No leaking faucets or pipes
- Unused gas & plumbing lines must be capped
- All pipes must be free from defects and obstruction, and properly secured

Smoke Detectors

- All smoke detectors shall be installed to code and to manufacturer's requirements with working batteries and functional connections
- A minimum of one approved smoke detector in the sleeping area is required
- Carbon monoxide detectors are recommended, but not required

General

- Storage of paint, paper, boxes, rags or other combustible/flammable material not allowed within 5 feet of gas-fired appliances (furnace, water heaters, etc.)
- Path of egress to windows and doors shall not be blocked by debris, storage, trash, snow, ice or other obstruction
- Basements and attics must meet all permit construction requirements for light, ventilation, egress, etc. prior to being used as habitable space
- Cellars/crawlspaces shall not be used as habitable
- Rental inspections are conducted every two years
- Inspections need to be scheduled and completed within two weeks after receipt of the application.

The above checklist is based on the City of Mentor Ordinances – in particular, the Rental Housing Maintenance Code, 1375.01

For more information, please visit cityofmentor.com or contact Code Enforcement at (440) 974-5740.