

RENTAL SELF-INSPECTION CHECKLIST

Please use this checklist to evaluate and maintain the condition of your rental property. By using this guide, you may avoid a lengthy rental inspection and potentially costly re-inspection fees.

While it is impossible to list every violation of the housing code that may occur, this list contains violations that are commonly found during routine inspections.

Exterior

1	<input type="checkbox"/> STREET NUMBERS - Readable from street in contrasting color
2	<input type="checkbox"/> EXTERIOR SURFACES - In good condition and free of missing/peeling paint
3	<input type="checkbox"/> WINDOWS - Windows are weather tight and in good repair
4	<input type="checkbox"/> ACCESSORY STRUCTURES - Garage, sheds and other outbuildings structurally sound and in good condition
5	<input type="checkbox"/> HANDRAILS/GUARDS - Present for all steps with four or more risers and all open porches, decks, and landings higher than 30-inches above grade. Firmly fastened and capable of supporting imposed loads
6	<input type="checkbox"/> GARBAGE/DEBRIS - Yard free from rubbish, trash and debris
7	<input type="checkbox"/> REFUSE CART - City refuse & recycling carts required for all non-homestead single/duplex rental properties
8	<input type="checkbox"/> GRASS/WEEDS - Grass maintained under 10-inches in height
9	<input type="checkbox"/> FOUNDATION - Free from holes, large cracks and openings
10	<input type="checkbox"/> ROOF/FLASHING/CHIMNEYS - Weather tight and in good condition
11	<input type="checkbox"/> VEHICLES - All are licensed/operable and parked on approved surfaces
12	<input type="checkbox"/> WALKWAYS/DRIVEWAYS/PARKING SURFACES - In good repair and free of hazards
13	<input type="checkbox"/> LOCKS - Deadbolt lock on all exterior doors and maintained in good/functional condition
14	<input type="checkbox"/> DRAINAGE - Roof drains, gutters, downspouts and window wells must be free of obstruction to allow proper water flow

Interior (general)

15	<input type="checkbox"/> LICENSE POSTED - Rental license posted in public corridor, hallway or front entrance
16	<input type="checkbox"/> SMOKE ALARMS - Tested and functioning properly with sufficient battery life. Located outside each bedroom, inside each bedroom and on each floor of the building.
17	<input type="checkbox"/> WINDOWS - All windows have screens and locking hardware. Windows are weather tight, operable and in good repair
18	<input type="checkbox"/> SANITATION - All interior maintained in a safe and sanitary condition
19	<input type="checkbox"/> WALKWAYS - All hallways, exit doors, egress windows, and stairways unobstructed and clear of rubbish/stored materials
20	<input type="checkbox"/> PESTS - Free from insect and rodent infestation, active pest management as needed
21	<input type="checkbox"/> HANDRAILS/ GUARDS - Present for all steps with four or more risers and landings higher than 30-inches. Firmly fastened and capable of supporting imposed loads

Kitchen

22	<input type="checkbox"/> PLUMBING - All the plumbing fixtures maintained in a safe and functional condition and free of leaks
23	<input type="checkbox"/> DRAINS/VENTS - Plumbing stacks, vents, waste and sewer lines function properly and are free of obstructions, leaks and defects
24	<input type="checkbox"/> INTERIOR SURFACES - All walls, ceilings, floors and doors are in good repair, capable of being cleaned and in sound condition (i.e. no peeling paint, loose plaster, holes, mold/mildew, missing/torn flooring)
25	<input type="checkbox"/> ELECTRICAL - Electrical equipment, wiring and appliances installed properly and maintained in a safe manner (no extension cords). Cover plates on all outlets, switches, and junction boxes

Bathrooms

26	<input type="checkbox"/> VENTILATION- Bathrooms require a mechanical ventilation system or one openable window
27	<input type="checkbox"/> PLUMBING- All the plumbing fixtures maintained in a safe and functional condition and free of leaks
28	<input type="checkbox"/> DRAINS/VENTS- All the plumbing stacks, vents, waste and sewer lines function properly and are free of obstructions, leaks and defects
29	<input type="checkbox"/> INTERIOR SURFACES- All walls, ceilings, floors and doors are in good repair, capable of being cleaned and in sound condition (i.e. no peeling paint, loose plaster, holes, mold/mildew, missing/torn flooring)
30	<input type="checkbox"/> ELECTRICAL- Electrical equipment, wiring and appliances installed properly and maintained in a safe manner (no extension cords). Cover plates on all outlets, switches, and junction boxes

Bedrooms

31	<input type="checkbox"/> SMOKE ALARMS- In each bedroom and outside each sleeping area. Tested and functioning properly with sufficient battery life
32	<input type="checkbox"/> CARBON MONOXIDE ALARMS- Tested, functional and within 10 feet of bedrooms
33	<input type="checkbox"/> WINDOWS- Windows have screens and locking hardware. Windows and corresponding parts kept operable and in good repair
34	<input type="checkbox"/> ELECTRICAL- Electrical equipment, wiring and appliances installed properly and maintained in a safe manner (no extension cords). Cover plates on all outlets, switches, and junction boxes
35	<input type="checkbox"/> INTERIOR SURFACES- All walls, ceilings, floors and doors are in good repair, capable of being cleaned and in sound condition (i.e. no peeling paint, loose plaster, holes, mold/mildew, missing/torn flooring)
36	<input type="checkbox"/> EGRESS- Every sleeping room/bedroom must have a least one operable window that meets emergency egress/rescue standards

Laundry/ Utility Room

37	<input type="checkbox"/> DRAINS/VENTS- Plumbing stacks, vents, waste and sewer lines function properly and are free of obstructions, leaks and defects
38	<input type="checkbox"/> DRYER VENTING- Clothes dryer properly vented to exterior with metal ducting. Venting must be free of lint buildup
39	<input type="checkbox"/> PLUMBING- All the plumbing fixtures maintained in a safe and functional condition and free of leaks
40	<input type="checkbox"/> ELECTRICAL- Electrical equipment, wiring and appliances installed properly and maintained in a safe manner (no extension cords). Cover plates on all outlets, switches, and junction boxes
41	<input type="checkbox"/> INTERIOR SURFACES- All walls, ceilings, floors and doors are in good repair, capable of being cleaned and in sound condition (i.e. no peeling paint, loose plaster, holes, mold/mildew, missing/torn flooring)
42	<input type="checkbox"/> RECEPTACLE OUTLET- Minimum of one grounded-type receptacle or GFCI receptacle in laundry area

Heating

43	<input type="checkbox"/> HEATING SYSTEM- Capable of maintaining a room temperature of 68 F in all habitable rooms and bathrooms
44	<input type="checkbox"/> MECHANICAL- All mechanical equipment and fireplaces are installed with permits and maintained in a safe working condition
45	<input type="checkbox"/> VENTING- All fuel-burning heating equipment connected to an approved chimney or vent
46	<input type="checkbox"/> 18" CLEARANCE- Minimum of 18" clearance around any heating appliance or other source of ignition within the home

Miscellaneous

47	<input type="checkbox"/> REMODELING/UPDATES- All remodeling and updates completed with necessary permits
48	<input type="checkbox"/> OCCUPANCY- No more than 4 unrelated adults, or a family + 2 unrelated persons allowed per unit
49	<input type="checkbox"/> DOGS- Dogs must be licensed. Limit of two per household. Maximum of two days fecal accumulation.