

Rental Inspection Checklist

Address \_\_\_\_\_ Unit # \_\_\_\_\_ Inspection Date \_\_\_\_\_

**Exterior Property Areas – Section 302 and Swimming Pools - Section 303**

Exterior property areas and premises shall be maintained in a clean, safe, and sanitary condition.

- Approved
- Denied - violations found \_\_\_\_\_  
\_\_\_\_\_

Weeds or plant growth cannot exceed excess of 8 inches, all noxious weeds shall be prohibited.

- Approved
- Denied - violations found \_\_\_\_\_  
\_\_\_\_\_

All structures and exterior property shall be kept free from rodent harborage .

- Approved
- Denied - violations found \_\_\_\_\_  
\_\_\_\_\_

Exhaust vents and similar ducts, pipes, blowers, etc shall not discharge directly upon abutting or adjacent property, or that of another tenant.

- Approved
- Denied - violations found \_\_\_\_\_  
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Accessory structures including sheds, garages, and fences shall be structurally sound and in good repair.

- Approved
- Denied - violations found \_\_\_\_\_  
\_\_\_\_\_

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Motor Vehicles shall be licensed and operable, painting of vehicles must be inside an approved space, major repairs or disassembly must be conducted in an enclosed structure designed for that purpose. See also Section 52-43 and Section 82-454 (N).

Approved

Denied - violations found \_\_\_\_\_

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Swimming pools shall be maintained in a clean and sanitary condition, in good repair, and with fencing or similar barrier as required under the property maintenance code or state building code.

Approved

Denied - violations found \_\_\_\_\_

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**Exterior Property Areas – Section 304**

The exterior shall be maintained in good repair, structurally sound, and sanitary so as to not pose a threat to public health, safety, or welfare. All exterior surfaces including doors, windows, siding, trim, decks, fences shall be maintained in good condition. Wood surfaces shall be protected from elements, peeling or chipping paint shall be eliminated. Siding and masonry shall be maintained weather resistant and water tight. Metal surfaces shall be coated to inhibit rust or corrosion, and any rust or corrosion shall be stabilized.

Approved

Denied - violations found \_\_\_\_\_

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All buildings shall have address numbers legible and visible from the street according to code standards.

Approved

Denied - violations found \_\_\_\_\_

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All buildings shall have address numbers legible and visible from the street according to code standards.

Approved

Denied - violations found \_\_\_\_\_

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Foundation, structural members, and exterior walls shall all be maintained; free from deterioration, cracks, breaks, or loose/rotting materials; designed to prevent entry of rodents; and capable of safely supporting required loads.

Approved

Denied - violations found \_\_\_\_\_

Roof and flashing shall be sound, tight, and prevent dampness or deterioration in the walls or interior portion of the structure. Drains, gutters, and downspouts shall be maintained in good repair and free from obstructions. Water discharged shall not create a public nuisance. Chimneys and similar appurtenances shall be maintained, structurally sound, and in good repair including appropriate protection from the elements for wood or metal surfaces.

Approved

Denied - violations found \_\_\_\_\_

Decorative features or overhang extensions shall be in good repair with proper anchorage, any exposed surfaces shall be protected from the elements against decay or rust.

Approved

Denied - violations found \_\_\_\_\_

Stairways, decks, porches, balconies, and handrails and guards shall be maintained in good condition, structurally sound, with proper anchorage, and capable of supporting imposed loads.

Approved

Denied - violations found \_\_\_\_\_

Doors, windows, and basement hatchways or other points of ingress/egress shall be operable, in good repair, weather tight, designed to prevent the entrance of rodents, rain/surface water, have appropriate insect screens where required, and functional locks to provide security for the residents and property within.

Approved

Denied - violations found \_\_\_\_\_

**Interior Property Areas – Section 305**

The interior of a structure and equipment therein shall be maintained in good repair, structurally sound, and in a sanitary condition. Occupants shall keep the part of the structure they occupy in clean and sanitary condition. Shared areas of two or more dwelling units shall be kept clean and sanitary. All structural members shall be sound and capable of supporting imposed loads.

Approved

Denied - violations found \_\_\_\_\_

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Interior stairs, walking surfaces, and handrails and guards shall be maintained in sound condition and good repair, firmly fastening and capable of supporting normally imposed loads.

Approved

Denied - violations found \_\_\_\_\_

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**Handrails and Guardrails – Section 306**

Interior and exterior stairs with more than four risers must have a handrail on one side of the stair and every open portion including landings, balcony, porch, deck or similar walking surface greeted than 30 inches above floor or grade below. Handrails shall be between 30 inches and 42 inches high measured above the nosing of the tread or finished floor. Guards shall be not less than 30 inches above the walking surface.

Approved

Denied - violations found \_\_\_\_\_

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**Rubbish and Garbage – Section 307**

All exterior premises and property, and the interior of every structure shall be kept free from accumulation of rubbish or garbage. Every occupant shall dispose of their rubbish in a clean, sanitary manner using approved containers.

Approved

Denied - violations found \_\_\_\_\_

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**Light, Ventilation, and Occupancy Limits – Chapter 4**

The owner of the structure shall provide light, ventilation, and space conditions in compliance with adopted codes. A person shall not occupy as owner-occupant, or permit another person to occupy, any premises that do not conform to those requirements.

Every habitable space shall have

- At least one window of approved size facing the outdoors that is openable
- Common halls and stairs shall be lighted at all times, all spaces illuminated for sufficient maintenance and safe occupancy
- Minimum room width, except for kitchen, shall be 7 feet in any plan dimension; kitchens shall have minimum 3 ft between counterfront and appliances or counterfront and wall
- Minimum ceiling heights of 7 feet, except where otherwise permitted
- Minimum room dimensions: living room 120 sq ft; bedroom 70 sq ft
- Every bedroom shall have access to at least one water closet and lavatory without passing through another bedroom and access on the same story
- Occupancy shall not exceed a number that endangers the life, health, safety, or welfare of the occupants
- Food preparation shall be provided in a space suitable with equipment to store and prepare foods in a sanitary manner, including providing appropriate means of disposal of food waste and refuse.

Approved

Denied - violations found \_\_\_\_\_

**Plumbing Facilities and Fixture Requirements – Chapter 5**

The owner of the structure shall provide and maintain plumbing facilities and fixtures in compliance with the adopted maintenance code. A person shall not occupy as owner-occupant, or permit another person to occupy, any premises that do not conform to those requirements.

Every dwelling unit shall have:

- A bathtub or shower, lavatory, water closet, and kitchen sink which are maintained in a safe, sanitary, working condition. A kitchen sink is not an allowable substitute for a lavatory.
- Toilet rooms and bathrooms shall provide privacy and not constitute the only passage to a hall or other space, including the exterior. Shared bathrooms shall have a locking door. Flooring of bathrooms shall be a smooth, hard, nonabsorbent surface to be kept clean and sanitary.
- All plumbing fixtures shall be properly installed and in good working order, free from obstructions, leaks, or other defects with adequate clearance for use and cleaning.
- Every sink, lavatory, bathtub or shower, or other plumbing fixture shall be properly connected to the public water system or approved private system; supplied with hot and cold running water; and free of contamination.
- Water heating facilities shall be properly installed and maintained, and capable of providing adequate water at a temperature not less than 110°F.
- All plumbing fixtures shall be properly connected to a public sewer system or approved private system, and stacks, vents, and service lines shall be functional and kept free of obstructions, leaks, or other defects.

Approved

Denied - violations found \_\_\_\_\_

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## **Mechanical and Electrical Requirements – Chapter 6**

The owner of the structure shall provide and maintain mechanical and electrical facilities and equipment. A person shall not occupy as owner-occupant, or permit another person to occupy, any premises that do not conform to those requirements.

Dwellings shall be provided with the following:

- Heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms including bathrooms.
- All mechanical appliances, fireplaces or solid fuel burning appliances, and cooking appliances shall be properly installed and maintained in safe working order, capable of performing intended function.
- All fuel-burning appliances and equipment shall be connected to an approved chimney or vent.
- Safety controls, required clearances, and supply of air for combustion of fuel and ventilation shall be maintained.
- The electrical system shall be in accordance with adopted electrical code
- All electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner.
- Every habitable space shall contain at least two separate receptacles, every laundry area shall contain at least one grounded-type receptacle or GFI receptacle; every bathroom shall have at least one receptacle.
- Elevators, escalators, or similar shall be maintained in compliance with current standards and certification of inspection shall be on display at all times.

Approved

Denied - violations found \_\_\_\_\_

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## **Fire Safety – Chapter 7**

The owner of the structure shall provide and maintain fire safety in compliance with these and other adopted fire safety codes. A person shall not occupy as owner-occupant, or permit another person to occupy, any premises that do not conform to those requirements.

- A safe, continuous, and unobstructed means of egress shall be provided from any point in the building/structure to the public way.
- All means of egress doors shall be readily openable from the side which egress is to be made without need for keys or special knowledge or effort.
- Required emergency escape openings shall be maintained in accordance with the code in effect at time of construction and openings shall be operational from the inside of the room.
- All fire and smokestop doors shall be maintained in an operable condition and not blocked or obstructed.
- Smoke alarms shall be installed and maintained in the following locations: one outside each sleeping area, in each room used for sleeping purposes, in each story within the dwelling unit.

Approved

Denied - violations found \_\_\_\_\_

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The checklist provided is for city personnel use to evaluate property status and is intended to supplement the adopted regulations and be descriptive in nature. Please refer to the City's adopted Code of Ordinances and International Property Maintenance Code, 2006 for the specific language of the regulations referenced herein and other regulations which may apply.

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