



Rental Registration Program Inspection Checklist

PROPERTY INFORMATION

Property Address: _____

Owner: _____

Agent (if applicable): _____

Contact Information: _____

Inspection Date/Time: _____

Short Term/Long Term Rental: _____

Total # of Units: _____

Unit #s Inspected: _____

Exterior		Pass/Fail
Roof Flashing, drains; gutters and downspouts shall be sound, tight and not have defects that admit rain. Shingles should not be missing, worn to the point they are curling or damaged by trees. Gutters and downspouts should be in good repair, properly attached and directing water away from building		
Windows Shall be kept in sound condition, good repair and weather tight. Check for peeling paint, broken storm window frames, insect screen damage, broken or cracked window panes. No paint chips or dust in window troughs. Insect screens required from May through October		
Exterior Walls Wall surfaces must be free from holes, breaks, and loose or rotting materials. All exterior surfaces shall be protected from the elements and decay by painting or other protective covering or treatment. Loose paint particles must be removed in compliance with Lead Safe Work Practices.		
Doors and Hardware Shall be maintained in good condition. Each entry or exit from or to the exterior shall be equipped with a deadbolt lock. Check for weather tight fit, deadbolt locks, screen doors shall have a self- closing device in good repair.		
Foundation Walls Shall be maintained, free from open cracks and breaks and peeling paint.		
Sidewalks and Driveways		

Must be in a proper state of repair and maintained free from hazards. Check for cracks, breaks and uneven surfaces that create trip hazards.	
Accessory structures, detached garages, sheds, fences and walls Shall be maintained structurally sound and in good repair, no rotting or peeling paint	
Grass/weeds Less than 6" high	
Vehicles All vehicles parked legally, plated with current tags and operable	
Address numbers visible from the public street	

Interior		Pass/Fail
Wall Surfaces Including windows and doors, shall be maintained in good, clean and sanitary condition. Check for peeling paint, holes and other defective surface conditions.		
Kitchen Required small fire extinguisher in the kitchen area.		
Stairs and walking surfaces Shall be maintained in good repair. Handrails and guardrails must be firmly fastened and maintained in good condition. Check for trip hazards.		
Windows Must have a functioning locking device. Windows must be easily openable and capable of being held in position by window hardware. No breaks or cracks in window glass		
Smoke Detectors Shall be located in every bedroom, outside sleeping area(s) and on every level. Ceiling installation, 4" from wall. Wall installation, 4"-12" from ceiling. Smoke detectors must be properly installed and functioning.		
Electrical Equipment and appliances are properly installed and maintained in a safe manner. Functioning light fixtures with globes and switches. No damaged or missing plate covers. No exposed wires. Electrical panel must be free of obstructions. GFCI where needed. Habitable rooms: two duplex outlets and an overhead or wall light; if no light, three duplex outlets.		
Bathroom Toilet bolted tightly to floor, no missing or non functioning parts. Shower/tub in good repair (caulking). Cabinets and countertops in good repair. All plumbing fixtures must be installed and maintained in working order. Needs either natural (window) or mechanical (fan) ventilation.		
Multi-family Units Common Areas are maintained with adequate lighting. Auto-closures on unit doors and vestibule doors are operational. Fire exiting lighting is working.		
Bedrooms – Number of Bedrooms: _____ Must contain a minimum of 70 square feet for one person, 100 sq feet for two people, 150 sq ft for three people. No bedrooms in unfinished basements. Ceiling height of at least 7 feet to be considered a bedroom. Bedrooms in basement must have an egress window with a height of no greater than 42".		

Plumbing

Proper fixture operation w/o leaks (fill/drain, flush). S-traps under sinks are prohibited (unless original metal pipes are still present). Replace with p-trap.



ADDITIONAL NOTES:

Code Requirements for Smoke and Carbon Monoxide Detectors

Smoke Detectors

Smoke detectors are required in every sleeping room, outside each separate sleeping area (in the immediate vicinity of the bedrooms), and at least one on each story of the dwelling, including basements and habitable attics. (Exception: Smoke alarms in existing buildings constructed before 11/6/1974 must have one in each sleeping room or immediate vicinity of each sleeping room and one on each floor level, including the basement.) Smoke detectors shall not be installed within 20 feet (horizontally) from a cooking appliance, unless it would prevent installation of the smoke alarm in a required location.

- New construction, and residential dwelling units undergoing alterations, additions or change in occupancy that requires a building permit, OR where sleeping rooms are being added within the dwelling (without a permit) must comply with the requirements for interconnected smoke detectors.
- Interconnected smoke detectors must either be hardwired, battery/wireless or an approved combination of hardwired and battery interconnected. The overriding requirement is that when one station sounds a warning, it must set off all detectors within the dwelling unit.

Carbon Monoxide Detectors

- All newly constructed residential units, which have a fuel-fired appliance or an attached garage, must have carbon monoxide detector, wired into the electrical system of the dwelling.
- Existing dwelling units where alterations, repairs or additions requiring a permit occur (exterior work only is exempt, as is permits for plumbing or mechanical items) OR where one or more sleeping rooms are created, the dwelling unit shall be equipped with carbon monoxide alarms. These may be battery operated.
- Carbon monoxide detectors must be located outside all sleeping rooms, which may require more than one per dwelling unit.

Combination smoke alarm/carbon monoxide detectors are permitted as long as all the requirements are met. All installed products must be UL approved for the use intended and installed per manufacturer's instructions