

SAMPLE OF INSPECTION CHECKLIST FOR RESIDENTIAL RENTAL AND OCCUPANCY INSPECTIONS

1. Sidewalks and Driveways – Must be in serviceable condition without openings wider than 1” or uneven more than ½”.
2. Premises Identification – Must have building address numbers on premises. Not on detached mailboxes.
3. Rubbish Accumulation – Tires, wood, metals, tree and shrub clippings, building materials and car parts.
4. Garbage Accumulation – Residual food and food container waste that will attract vermin and rodents.
5. Improper Storage of Items – The exterior storage of rubbish items listed in item 4 above.
6. Weeds/Grass (Tall Growth) – Weeds and Grass (other than ornamental grasses) that exceed 6" in height.
7. Rodent Harborage – The obvious indication of rodents typically caused by items 4, 5 & 6 above.
8. Accessory Structures – General structural condition of sheds, detached garages and play structures.
9. Defacement – The visual citing of graffiti, stripped or missing siding, window trim, downspouts or gutters.
10. Pool/Spa Enclosures – Must be within a secure 48" barrier or have a lockable spa cover.
11. Protective Treatments – Missing paint, aluminum or vinyl coverings or deck treatments that prevent weathering.
12. Exterior Walls – Must be relatively plumb, structurally sound with proper protective treatments.
13. Roofs and Drainage – Must be in serviceable condition without missing shingles, flashings, gutters or downspouts.
14. Overhangs – Must be in serviceable condition, free from deterioration with protective treatments.
15. Decks – Must be structurally sound with proper guards (36" high) if over 30" above grade with protective treatments.
16. Stairs – Must be structurally sound without missing/deteriorated stair treads and be in a safe serviceable condition.
17. Handrails/Guards (missing/damaged) – 36" Guards where floor surface is more than 30” above adjacent grade and handrails on at least one side of stairs if run of stairs has 4 or more risers.
18. Chimneys – Must be structurally sound with proper flashings in place.
19. Operable Windows – All windows in sleeping rooms must be operable.
20. Window Hardware – All operable windows that are reachable from exterior grade must have operable sash lock.
21. Insect screens – All operable windows are required to have screens without holes or damage.
22. Operable Egress Doors – All required egress doors must be operable without excessive force to open or close.
23. Door Hardware – All exterior egress doors must be equipped with locks that do not require a key from inside.
24. Basement Hatchways – All basement exterior doors or hatchways must be equipped with locks.
25. Handrails/Guards (missing/damaged) – 36" Guards where floor surface is more than 30" above adjacent grade and handrails on at least one side of stairs if run of stairs has 4 or more risers.
26. Pest Control – The need for insect or rodent control due to items 4, 5 & 6 above.
27. Illumination/Natural-artificial – Habitable spaces must have either natural light or artificial light (Light fixture)
28. Ventilation/Natural-artificial – Habitable spaces must have either natural ventilation (window) or artificial ventilation (Introduced thru Heating system)
29. Mechanically Exhausted – Bathroom must have an operable window or an exhaust fan ducted to the exterior.
30. Dryer Exhaust – Dryer exhaust must be free from defects and a maximum of 25' in length.
31. Bathrooms – Every habitable dwelling unit must have at least one.
32. Kitchens – Every habitable dwelling unit must have at least one.
33. Hot Water System – Every habitable dwelling unit must be supplied with a serviceable hot water system.
34. Heating – Every habitable dwelling unit must be supplied with a serviceable heating system.
35. Vent Piping – All fuel fired heating equipment and hot water heating equipment must have a proper combustion air vent system.
36. Smoke detectors – A smoke detector is required in each bedroom/sleeping room.
37. Outside Bedroom/Sleeping Room – A smoke detector is required in the hallway outside the bedroom room area.
37. Each Floor Level – A smoke detector is required on each floor level of the building.
38. Carbon Monoxide Detector in basement, if gas burning appliances (Furnace, Hot Water Tank, Gas Range) are present and on floor level containing sleeping rooms if not the same level.
39. GFCI Protection – Required in all Kitchens, Bathrooms and Laundry areas and must pass functionality testing equipment test.
40. Electrical Service Grounding – Must have properly installed equipment grounding conductor from service panel to primary and secondary side of water service meter.
41. Electric Panel Inspection – Check electrical panel for third party inspection sticker
42. Electrical Hazards – All exposed electrical conductors must be free of defects and property terminated in junction boxes with covers.
43. Plaster/Drywall – Garage Ceiling/Walls – An integral garage (under a house) must have a plaster or drywall installed on framing members. New work will require 5/8" type X drywall on ceilings and ½” drywall on walls adjacent to basement or living areas.
44. Solid core wood/steel door at garage – The door between the garage and living areas of the house must be 1 3/8" solid core wood or steel door with no glass or openings. An existing door with original hardware (flat tip screws in hinges) may be grandfathered in if it contains no glass or openings in door.