



COMMUNITY DEVELOPMENT DEPARTMENT  
CODE ENFORCEMENT DIVISION

## Rental Inspection Checklist

Address: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Exterior</b>	
Roof shingles, sheathing and flashing weather-tight	
Gutters and downspouts intact and complete	
Chimneys Intact	
Wall siding, fascia, soffit, and trim boards intact and weatherproofed	
Porch roofs, ceiling, support columns, floors, steps, handrails, guardrails, foundations, or piers intact, sound, and plumb	
Exterior doors sound, weather-tight, and complete with knobs and locks	
Address numbers on structure at least 4" high and 1/2" wide	
Foundation walls without breaks, faults, missing pieces or out of plumb; mortar joints complete and intact	

<b>Windows</b>	
Glass intact without breaks and cracks	
Frames and sashes intact and without rot	
Sashes capable of being held open with intended hardware	
Screens installed (April 1st thru November 1st)	

<b>Interior</b>	
Accumulations Removed	
Ceilings and walls without holes, gaps, cracks, or water damage	
Ceiling and wall surfaces painted or otherwise protected	
Floors without holes, gaps, weak, or uneven areas	
Floor covering complete and undamaged	
Passage doors (rooms and closets) complete and not broken	
Bathroom door(s) have privacy lock	
Stair treads sound and complete	
Handrails securely installed	
Drain Lines intact and complete	
Toilets secured to floor and functions	
Water heaters properly plumbed, complete with PRV and drip leg	
Heating source supplied	
Smoke Detectors (1 on every floor)	
Carbon Monoxide Detectors (1 on every floor)	
Sinks/tubs/showers properly secured and sealed	
Sinks/tubs/showers supplied with hot and cold water at adequate pressure	
Means of Egress	

<b>Electrical</b>	
At least two receptables, complete with covers in every habital room	
At least one GFCI electrical receptacle with cover in bathroom	
Light fixture in bathroom	
Light fixture at stairways	
Light fixture in furnace room	

I affirm that my property is up to the basic property maintenance standards.

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Owner/Agent Signature