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Rental License Pre-Inspection Checklist

The following list includes common code deficiencies cited during property maintenance inspections. This list is for example purposes only. It is not intended nor shall it be considered a complete set of requirements. This checklist is a helpful tool for you to prepare ahead of inspection.

INTERIOR EVALUATION

Walls and Ceilings

- ☐ In good repair
- ☐ Free from holes
- ☐ Free from water damage

Floors

- ☐ In good repair
- ☐ No holes
- ☐ No trip hazards (i.e. torn carpet)
- ☐ Structurally sound

Sleeping Rooms

- ☐ Proper egress or door open to the outside required
- ☐ Floor space shall be no less than 70 square feet with a seven-foot (7') minimum width
- ☐ Proper light and ventilation
- ☐ Operable smoke detectors (10 years old or less)

Hallway/Landing

- ☐ Clear pathway
- ☐ Handrails/guardrails securely attached
- ☐ Continuous guardrails required on open sides of landings/stairways 30" or more above grade
- ☐ Grippable handrails
- ☐ Floor covering should be intact and secured to floor
- ☐ Locate a smoke detector within close proximity to sleeping rooms
- ☐ All smoke detectors shall be installed per the manufacturer's installation instructions and its listing. Hard-wired smoke detectors shall be wired to a proper unswitched circuit. Must be 10 years old or less.
- ☐ Carbon monoxide detector required outside of bedrooms within ten-foot (10') of doors

Doors

- ☐ Secure
- ☐ Fits frame
- ☐ Weather-tight and rodent-proof
- ☐ Proper hardware

Windows

- ☐ No broken/cracked glass
- ☐ Can be easily opened
- ☐ Capable of being held in position by window hardware
- ☐ Windows that open, must have screens in good repair
- ☐ Weather-tight
- ☐ Window frame must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk and biological growth

Fire Protection

- ☐ Storage of paint, paper, boxes, rags or other combustible/flammable material not allowed within 10-feet (10') of gas fire appliances (furnaces, water heaters, etc.)
- ☐ Path of egress shall not be blocked by debris, storage, trash, snow, ice or other obstruction
- ☐ All stairways require continuous, grippable handrails
- ☐ Buildings with three (3) or more units require fire extinguishers
- ☐ All smoke detectors shall be installed to requirements with working batteries and functional connections (must be 10 years old or less).
- ☐ Locate at least one smoke detector on each level, not including crawl spaces and uninhabitable attics.

INTERIOR EVALUATION

Occupancy

- ☐ Occupied sleeping rooms must have proper egress window or door opening to the outdoors.
- ☐ Cellars/crawlspaces shall not be used as habitable space.
- ☐ Basements must meet all permit construction requirements for light, ventilation, egress, etc. prior to being used as habitable space.
- ☐ Adequate hot and cold running water must be provided to all sinks and tubs.
- ☐ All household drains must connect to a sanitary sewer.
- ☐ Waste lines must be properly installed, "S" traps not allowed, and no flexible style waste lines.
- ☐ Hand-held showers must have backflow prevention or shorten the line to one and one half inches (1-1/2") above the spill line.
- ☐ No leaking faucets or pipes.
- ☐ Unused gas lines must be capped.
- ☐ All pipes must be free from defects and obstruction and properly secure and supported.

Kitchen

- ☐ Hot (110 degrees) and cold running water
- ☐ Kitchen sink must be properly connected to sanitary sewer
- ☐ Kitchen must NOT be used for sleeping purposes
- ☐ No dripping faucets
- ☐ Drains must function properly, free of obstructions
- ☐ Cabinets must be in good repair
- ☐ Supplied or provided appliances must be in good working condition
- ☐ Gas appliances must be connected properly with approved fittings/connectors

INTERIOR EVALUATION

Bathroom

- ☐ A tub or shower properly installed, maintained and in good repair with caulking intact
- ☐ A washbasin properly installed, maintained and in good repair with caulking intact.
- ☐ Properly installed toilet with all components intact and properly secured, maintained and functioning, sealed at base
- ☐ Faucets must have a minimum one-inch (1") gap above the spill line
- ☐ Bathroom cabinets must be in good repair
- ☐ No leaking faucets
- ☐ Water-impervious flooring
- ☐ Either an openable window or mechanical venting is required
- ☐ Hot and cold running water required to each fixture

ELECTRICAL, MECHANICAL & PLUMBING

Electrical

- ☐ Adequate service and outlets
- ☐ Properly installed service panel
- ☐ Fixtures must be intact and properly functioning.
- ☐ Extension cords cannot be used in lieu of permanent wiring.
- ☐ Cover plates are required on all outlets, switches, and junction boxes.
- ☐ All wiring must be intact and properly maintained.

Mechanical

- ☐ Heating appliance must be properly installed and maintained.
- ☐ Temporary heating devices shall not be used as the primary source of heat.
- ☐ Fuel-burning appliances must be connected to an approved chimney, flue, or vent.
- ☐ You may be required to provide service records of any heating system.

ELECTRICAL, MECHANICAL & PLUMBING

Plumbing

- ☐ Faucets must be a minimum 1 inch (1') above spill lines on all fixtures.
- ☐ All plumbing must be installed and maintained to code.
- ☐ Gas flex connectors must be Underwriters Laboratory (UL) listed and approved.

EXTERIOR EVALUATION

Windows and Doors

- ☐ Bug and rodent proof
- ☐ Weather-tight
- ☐ Working hardware
- ☐ Free of defects – no torn/ripped screens

Paint

- ☐ Wood surface weather protected
- ☐ NO peeling, chipping, caulking, flaking or other deteriorated paint

Walls – Exterior

- ☐ Soffit and fascia in good repair
- ☐ House numbers in front
(visible from public way)
- ☐ Siding is weather tight and intact

Foundation

- ☐ Structurally sound
- ☐ Free of holes or gaps
- ☐ Proper grading

Roof

- ☐ Free of leaks
- ☐ Structurally sound
- ☐ No loose or missing shingles

Gutters and Downspouts *(pertains to existing)*

- ☐ Good condition
- ☐ Properly attached and drain water away from structure

EXTERIOR EVALUATION

Chimney

- ☐ Tuckpointing/mortar in good repair
- ☐ Flue liner in good repair

Porch/Decks

- ☐ Good repair
- ☐ Guard railings required if over 30-inches (30") above grade

Yard

- ☐ No junk and debris in the yard
- ☐ Grass kept to standard length
- ☐ Free from pet waste

Driveway

- ☐ Vehicles properly licensed and operable
- ☐ Vehicles parked on improved surfaces
- ☐ Driveway free from debris and maintained