

RENTAL PROPERTY INSPECTION CHECKLIST

The checklist is designed to help prepare a property owner for a rental inspection. This is a general list of items the inspector will look for.

Residential Rental Units Regulations

- 303.1.D – Accumulation of trash
- 303.1.H – Trash containers not provided
- 303.1.L – Smoke and CO detectors not provided

**** INSTALL TEN-YEAR SEALED LITHIUM BATTERY SMOKE DETECTORS AT SUCH LOCATIONS AS ARE REQUIRED BY THE EXISTING STRUCTURES AND PROPERTY MAINTENANCE CODE, UNLESS THE RESIDENTIAL RENTAL UNIT IS PROVIDED WITH AN OPERATIONAL HARD-WIRED SMOKE DETECTION SYSTEM.**

- 303.4 – Rental license not displayed

Exterior Property Violations

- 115.2.A – Sanitation. Property kept free of accumulation of trash and rubbish
- 115.2.B – Trash and garbage in containers with lids
- 115.2.C – Grading and Drainage. The yard should be maintained to not allow stagnant water
- 115.2.E – Insect and Rat Control. Owner of the property is responsible for extermination of pests
- 115.2.F – No shrubbery or trees extending out into the public sidewalk or roadway (10' above sidewalk or 16' above roadway)
- 115.2.G – Grass and weeds do not exceed 6" in height (includes between street and curb, curb and sidewalk, and on sidewalk)
- 115.2.H – No storage on front or side porches, only appropriate outdoor furniture (Trash cans, toys, etc. must be stored in the rear yard)
- 115.2.J – Accessory structures. Fences, buildings, retaining walls, or other accessory structures are in good repair
- 115.2.L – Motor vehicles have current inspections and registrations. Vehicles are kept in a state of good repair.
- 115.5 – Outdoor swimming pools shall be kept in good condition

Exterior Structure Violations

- 115.3.A – Exterior of the structure is good and structurally sound
- 115.3.B – Site address on the building. Minimum of 4" in height for the main address. Apt numbers in smaller (1") numbers must be displayed on the door to the unit
- 115.3.D – Exterior surfaces (Foundations, Walls and Roof) shall be maintained in good repair
- 115.3.E – Foundations walls shall be well maintained
- 115.3.F – Exterior walls shall be well maintained
- 115.3.G – Roof drains must be discharged away from the foundation
- 115.3.J – Chimneys must be kept in sound condition, no missing mortar or bricks
- 115.3.K(1) – Stairs and porches must be kept in good condition
- 115.3.K(2) – All steps with more than 4 risers must have hand rails and guards that are well maintained. The hand rail must be 34" above the nose of the tread
- 115.3.L – All windows and doors must be kept weather tight
- 115.3.N – Window glazing must be well maintained. No broken or cracked window panes
- 115.3.O – Windows must open and stay open without a prop
- 115.3.P – Insect screens must be provided for windows
- 115.3.Q – Door locks on all exterior doors must be well maintained
- 115.3.R – Basement entrances. Prevent rodents and surface water from entering
- 115.3.S – Basement windows must be secured

Interior Structure Violations

- 115.4.A – Interior must be well maintained in a safe and sanitary manner
- 115.4.B – Interior structure must be well maintained in a manner to continue to be structurally sound
- 115.4.C – Floors, ceilings, wood shall be well maintained. No cracks, holes, peeling paint or loose plaster
- 115.4.D – Bathroom and kitchen floors must be constructed and maintained in a way to keep the floor clean and sanitary
- 115.4.E – The structure must be kept free from dampness including basement
- 115.4.F – Must be kept free from an accumulation of trash and garbage
- 115.4.H – Insect infestation

- 115.4.I – All interior stairs and railing or other facilities to exit the structure must be well maintained
- 115.4.J - All steps with more than 4 risers must have hand rails and guards that are well maintained. The hand rail must be 34" above the nose of the tread

Light, Ventilation, and Space Requirement Violations

- 116.2 – Stairs and hallways must be well lite
- 116.3.C – Clothing dryers must be vented to the outside of the structure
- 116.4.D – Below grade rooms. Rooms below grade shall not be allowed unless they are constructed water-tight to prevent moisture, meet space requirements listed in 116.5, and have two means of acceptable egress and emergency escape.
- 116.5.A – Each sleeping area must contain at least 70 square feet of floor area for one person and every room occupied by more than one person shall contain at least 40 square feet of floor area for each additional occupant.
- 116.5.B – Minimum Occupancy Area Requirements. 1-2 Occupants 3-5 Occupants 6 or more Living Room(a) No requirements 120 sqft 150 sqft Dining Room(a) No requirements 80 sqft 100 sqft Kitchen 50 sqft 50 sqft 60 sqft
- 116.5.D – Kitchens, uninhabitable spaces, and public spaces may not be used for sleeping purposes.
- 116.5.E(1) - Habitable spaces shall have a clear ceiling height not less than 7 1/3 feet, except that in attics or top half-stories the ceiling height shall be not less than seven feet over not less than 1/3 of the area when used for sleeping, study or similar activity. In calculating the floor area of such rooms, only those portions of the floor area of the room having a clear ceiling height of five feet or more shall be included.
- 116.5.E(2) – Hallways, corridors, bathrooms, toilet rooms, kitchens, and habitable basements use as recreation shall have a ceiling height of not less than 7 feet.
- 116.5.G – Rooms must be at least 7 feet wide

Plumbing Violations

- 117.2 – Every dwelling unit must contain a toilet, bathtub or shower, and kitchen sink. All must be provided with hot and cold water.
- 117.4.B & C – All plumbing fixtures must be in working order with no leaks
- 117.5.D – The pressure relief valve for the water heater must be 6" from the floor

Mechanical and Electrical Violations

- 118.2.A – Able to maintain adequate heat, minimum of 65 degrees
- 118.2.C – Cooking and heating equipment are properly maintained and in working order
- 118.2.D & E – Mechanical equipment properly vented to approved chimney or vent
- 118.2.J – Kerosene heaters are prohibited
- 118.3.A – GFCI receptacles required within 6' of water supply, in laundry rooms, at least one in the bathroom, basement outlets, along the kitchen counter work area, and garages.
- 118.3.B – At least one outlet must be provided in each habitable room
- 118.9 – All breakers on the electrical panel must be identified on what the breaker controls.

Fire Safety

- 119.2.A – Dual means of egress must be provided for floors above the second level
- 119.2.A(2) – Portal ladders must be secured to the wall
- 119.2.A(5) – Emergency access to habitable spaces in a basement must meet the UCC.
- 119.2.A(6) – Smoke and carbon monoxide detectors. Smoke detectors- one in each sleeping room and one on each floor of the structure. This includes one in the basement and in the vicinity of bedrooms. Carbon monoxide detectors-one in the immediate area (hallway) of sleeping rooms and one on each floor, including the basement if the appliance is located in the basement. Smoke and carbon monoxide detectors are required in all dwellings that have any of the following: Attached garage, gas appliances, including gas stoves and fire places, wood burning stove or fireplace, fuel oil appliance.

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Other Ordinance Violations

- Chapter 5, Part 4, §402.A – Snow must be removed from sidewalks within 12 hours from the end of a storm event
- Chapter 5, Part 4, §402.B – If snow/ice has become so hard it can not be removed, an abrasive material must be placed to make is safe for travel.
- Chapter 27, Part 13, §1321.3.A(2) – Parking in the front yard is only permitted on paved driveways