



RENTAL PROPERTIES INSPECTORS REPORT

PROPERTY ADDRESS:

First Inspection Date	Second Inspection Date (If applicable)	Third Inspection Date (If applicable)
PASS FAIL	PASS FAIL	PASS FAIL

Number of Units:

Circle One:
New or Renewal

Rental Property Representative Present:

Printed Name: _____ Signature: _____

WORK TO BE COMPLETED: (additional space on next page if needed)

DATE TO COMPLETE:	WORK NEEDED:	Second Inspection Notes/Date

I have inspected said property at _____.

I have verified that the property has met the items listed in this in pages 3-5 of this report, work to be completed listed above has been completed, and that the property complies with the City rental code and state fire code.

Ryan Rothstein, Rental Inspector

Date

Rental Properties Inspectors Report

WORK TO BE COMPLETED: (additional notes)

Rental properties must comply with City rental code and state fire code, including but not limited to:

Outdoors: §153.04 (A)

- Are the street numbers visible from the road? (3-inches high & 1/2-inch stroke)
- Is the yard free from noxious weeds? Is yard vegetation (grass) under 6-inches in height?
- Is the yard free from rubbish, or junk?
- The Lawn must be graded and drained in a way that it stays free of standing water.
- All accessory structures must be watertight.
- All accessory buildings must be structurally safe and in good repair
- Do you have garbage pickup thru the approved garbage company?
- Is the siding and paint in good condition?
- Are the garage/outbuildings structurally sound and in safe condition?
- Is the fencing on the premises in good repair?
- Is the yard free from rubbish or junk, as per our nuisance ordinance?

Exterior: §153.04 (B)

- Is the house roof weather tight? Exterior walls watertight?
- Is the house foundation free from holes, large cracks, and openings?
- Are the steps, decks, and landings safe to use?
- Handrails present for all steps with four (4) or more risers? (Not less than 30-inches or more than 42-inches high above the nosing of the treads)
- Are there guardrails/handrails present for all open porches, decks, and landings higher than 30-inches above grade?
- Do exterior doors have safe and functioning Dead bolts?
- Is the chimney structurally sound?
- Locks on windows required within 0-24 feet above grade.
- Garage doors must meet current safety guidelines.
- Is the house siding free of excessive peeling paint or rot and decay?
- Repairs must match existing fixtures.
- Are rain gutters, downspouts, and laterals in good condition?

Windows

- Are all windows free from cracked or broken panes?
- All windows have latching hardware. Must have locks
- All window glazing in good condition?
- All operable windows have screens. (No rips, tears, or holes)
- All window frames, sashes, and sills in good condition and weatherproof?
- All operable windows operate freely (open and close) and capable of remaining open without a prop.

Doors

- All exterior doors have locks. Dead bolts required.
- Screen and storm doors in safe condition, with adequate hardware?
- In a multi-family unit, do the fire doors (if required) self-close to latching?

Surface Coverings

- Are *all* the walls and ceilings free from peeling paint and /or loose plaster?
- Are *all* the interior surfaces maintained in a safe and sanitary condition?
- Are the floor coverings free of tripping hazards, and capable of being cleaned? Are floors in good repair?

Electrical System

- Are *all* the electrical equipment, wiring and appliances installed properly and maintained in a safe and approved manner?
- Are *all* cover plates for outlets, switches, and junction boxes in place?
- Does every habitable space in the home have at least two separate and remote receptacle outlets?
- Is the dwelling served by a main service that is not less than 60 amperes, three wires?
- Is the electrical system free of hazards?
- Does the laundry area contain at least one grounded-type receptacle or GFCI- outlet?
- GFCI outlets must meet the state electric code.
- Are all receptacles (within 3' of a water sources) of the GFCI-type? Each habitable room must have at least 2 conventional outlets.
- Does the bathroom contain at least one receptacle?
- Is there a light fixture present for every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, and heat-plant room?
- Are drop cords being used properly by the tenants?
- Is the electrical panel properly grounded and marked?
- All electrical work must meet state electrical code and inspected by state inspector.

Heating System

- Is the heating system capable of maintaining a room temperature of 65 degrees F. in all habitable rooms, bathrooms, and toilet rooms, based on a winter outdoor design temperature of minus 3 degrees F.?
- Does the dwelling have an appropriate heated water system? Water heater in good repair?
- Are all mechanical equipment, fireplaces and solid fuel-burning appliances installed properly and maintained in a safe working condition?
- Are all fuel-burning heating equipment connected to an approved chimney or vent?
- Does the fuel-burning equipment have a reliable source of combustion air?
- Fuel-burning equipment has been inspected and Heat Source Form has been filled out by a recognized heating contractor?

Plumbing System

- Does the dwelling contain a bathtub or shower, lavatory, sink, water closet and kitchen sink that is maintained in a safe working condition and free of leaks?
- Are all the plumbing fixtures maintained in a safe and functional condition and free of leaks or drips?
- Are the plumbing fixtures connected to a public water system or an approved private water system?
- Is the water heating equipment properly installed and equipped with a temperature and pressure relief valve and relief valve discharge pipe?
- Are all the plumbing fixtures properly connected to an approved public or private sewer system?
Is toilet a functioning flush-type toilet?
- Does all the plumbing stacks, vents, waste, and sewer lines function properly and are free of obstructions, leaks, and defects?

Light, Ventilations, and Occupancy limitations

- Does Dwelling have one room of 120 square feet or more (this may include living and dining space with archway totaling the 120).
- Does every habitable room, except the kitchen, have not less than 70 square feet?
- Does every habitable space have at least one operable window that faces directly to the outdoors?
- Does the bathroom or toilet room have either an operable window or a mechanical means of ventilation?
- Is the clothes dryer properly vented?
- Is the kitchen or non-habitable spaces used for their intended purposes?
- Does the dwelling meet the space needs of the occupants? More than 2 in a bedroom must add 40 square feet per additional person.

Fire Safety – All rental dwellings are subject to the State Fire Code

- Are smoke detectors located on each floor of the dwelling, including the basement?
- Are smoke detectors located within or immediately adjacent to all bedrooms?
- Do all the smoke alarms function properly?
- All buildings must have a fire extinguisher, in working condition and accessible
- If fire alarm system is installed it must be in working condition or tagged out of service and inspected as required.
- Does every sleeping room/bedroom have a least one operable window that meets emergency egress/rescue standards?
- Are hallways, exit doors, egress windows, and stairways unobstructed and clear of rubbish or stored materials?
- Is there a 3-foot clearance around any heating appliance or other source of ignition within the home? (Not including cooking stoves)

Other General Requirements

- Is the license clearly visible? Located at or near the front entrance of the building for which it was issued?
- Handrails present for all steps with four (4) or more risers? (Not less than 30-inches or more than 42-inches high above the nosing of the treads)
- Do gas appliances have a single handle shut off valve?
- Sump pump drains directly outside? (If applicable)
- Is the residence free from insect and rodent infestation? (Note: The landlord will be responsible for extermination prior to renting or leasing the structure. In one- family residences or nonresidential structures, the occupant will be responsible for the extermination. In multiple occupancies, the owner will be responsible for extermination in public or shared areas of the structure. If the occupant is responsible for the infestation, they will be responsible for the extermination in the occupied space.
- All properties must have garbage and recycling services to the property

Multi-Unit Dwellings (2 or more units): In addition to the above items

- Are the common areas kept clean in good sanitary condition?
- The owner must provide separation of utility billings for water, gas, electric, sewer and cable if not included in rental unit charge.
- The owner must provide for yard care and maintenance and the removal of ice and snow.
- The owner must provide for effective lighting of all exterior parking lots and walkways.
- Owner must provide and maintain parking areas and driveways in good condition.
- The owner must maintain the yard in good condition and free of debris and junk.

The owner must provide garbage collection and recycling services for all occupants or require occupant to obtain garbage and recycling.