



## **Rental Property Registration Inspection (RPRI) Checklist**

Use of checklist:

Property owners will use the RPRI Checklist to confirm that their rental housing properties and units meet the requirements of the Rental Property Registration and Inspection ordinance (RPRI) or, if units are vacant, they will meet the requirements prior to being rented.

Inspectors will use the checklist to validate that rental housing properties have been maintained according to the RPRI requirements.

The checklist includes specific items from the City of Omaha Chapter 48 Property Maintenance Code . At the beginning of each numbered checklist section is a general description of the minimum requirements for the structure or for specific rooms. Below the general description is a set of checklist items to be reviewed.

To use the checklist, review each checklist item. If the described condition is present, check the box. Once completed, if any items are checked see 1 and 2 below.

### **1. When registering a rental property**

- Items listed as “MAJOR” indicate a significant maintenance issue that if present, must be fixed in order to occupy a unit or before renting an unoccupied unit.
- Items listed as “MINOR” are also maintenance issues and must be repaired to comply with the City’s Municipal Code, but the unit can be registered or rented if one or more of these items are present.
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### **2. When using the checklist for a RPRI inspection.**

- Items listed as “MAJOR” must be repaired before the unit can pass inspection and be considered in Compliance.

If any requirement in this checklist is different than what was authorized and constructed under a valid building permit, then the building permit requirement is the standard that must be met. Smoke detectors and Carbon Monoxide alarms, handrails and guardrails, and dead bolts or dead latches on entry doors are required regardless of previous standards.

Units with shared kitchens and baths such as those in a Single Room Occupancy (SRO), rooming house, or micro-housing property are considered individual rental housing units, and during RPRI inspections, both the individual rental housing unit and any associated common kitchen or bath areas will be inspected.

## Definitions

As used in this checklist:

- **Habitable space:** means a space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.
- **Good working order/well maintained/in good repair/safe and sound condition:** means the referenced item is functioning and can be used for its intended purpose without modification.
- **Structurally sound:** means the referenced element is capable of withstanding normal loads and forces for the intended use.
- **Unsafe means:** Structurally unsound, provided with inadequate egress, constituting a fire hazard, or otherwise dangerous to human life, or constituting a hazard to safety, health or public welfare because of neglect, deterioration, instability, dilapidation, obsolescence, damage by fire, abandonment or other cause.

## Limitations

This checklist is used solely to determine if a rental property meets the requirements of the Rental Property Registration and Inspection ordinance, Omaha Municipal Code Chapter 48, Article II. It is not an evaluation of whether a property meets other City, State, or Federal requirements. There may, however, be property conditions that should be addressed for other reasons

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## **1 Exterior: Structure (IPMC Chapter 3)**

Roof, chimney, foundation, stairs, and decks are reasonably free of decay (e.g., severe cracks, soft spots, loose pieces, deterioration, or other indications that repair is needed); maintained in a safe, sound, and sanitary condition; and capable of withstanding normal loads and forces. The building and its components, including windows, should be reasonably weather-proof and damp-free.

### **1.1 (304. 7) Roof, flashing, gutters and downspouts must be maintained in a safe and sound condition and in good repair based on visual inspection.**

*a. MAJOR - Roof has holes and/or structural member is broken or decayed*

*(304.7 roof and 304.4 structural members)*

*b. MINOR - Roof is not weather-proof or has clear evidence of leaking.*

*(304.7 roof 305.3 interior surfaces- moisture/water damage)*

### **1.2 Chimney is maintained in a safe and sound condition and in good repair with no major damage based on visual inspection (does not pose imminent danger).**

*a. MAJOR - Pulling away from structure, unstable, or otherwise at risk of falling.*

*(304.11 chimneys and towers, 304.4 structural members)*

*b. MINOR - Loose bricks at the top and/or masonry requires repointing at top.*

*(304.11 chimneys and towers)*

*c. MINOR - Loose or missing bricks or masonry in middle or at chimney base.*

*(304.11 chimneys and towers)*

### **1.3 (304.5 foundation walls, 304.4 structural members) Foundation is weather-proof, maintained, and structurally sound.**

*a. MAJOR - Foundation is failing: leaning, crumbling, missing pieces, broken, collapsing, bowing, or deflected*

*(304.4 structural members, 304.5 foundation walls)*

*b. MINOR Standing water in the crawl space.*

*(304.5 foundation walls, 305.3 interior surfaces - moisture/water intrusion)*

### **1.4 (304.10 stairways, decks, porches, and balconies) Exterior stairs and decks are safe, structurally sound, and in good repair.**

*a. MAJOR - Structural members are leaning, decayed, detached or otherwise unsafe.*

*(304.4 structural members, 304.10 stairways, decks, porches, and balconies)*

*b. MAJOR - Exterior decks or other platforms have broken, loose, decayed, missing pieces, or are otherwise unsafe.*

*(304.4 structural members, 304.10 stairways, decks, porches, and balconies)*

*c. MAJOR - Exterior stairs have broken, loose, decayed, missing pieces, or are otherwise unsafe.*

(304.4 structural members, 304.10 stairways, decks, porches, and balconies)

- d. MAJOR - Guardrails, including approved intermediate rails or other guards, on the open sides of any landing, deck, or platform that are 30 inches or more above grade or other surfaces are missing, loose, broken or are otherwise unsafe.

(304.4 structural members, 304.10 stairways, decks, porches, and balconies)

- e. MAJOR - Handrails, including approved intermediate rails or other guards on any open side 30 inches or more above grade, on any flight with more than three risers are missing, loose, broken, not graspable or otherwise unsafe.

(304.4 structural members, 304.10 stairways, decks, porches, and balconies)

- o Note: You can find Graspable Configurations online at: International Residential Code (IRC), R311.5.6.3

- f. MINOR - Chipped or peeling paint/protective coating, popped nails or screws, dry or wet rot, deteriorated members less than 25% of total surface area.

(304.2 protective treatment, 304.10 stairways, decks, porches, and balconies)

**1.5 (304.15 Doors, 304.13 window, skylight, and door frames, 304.13.1 glazing, 304.13.2 openable windows, 304.18 building security) Door and window components and assemblies are weatherproof, safe, secure, and maintained in good condition.**

- a. MINOR - Weather stripping is missing or allowing air to enter.

(304.13 window, skylight, and door frames)

- b. MINOR - Sills or frames have decayed wood or separated joints.

(304.13 window, skylight, and door frames)

- c. MINOR - Windows or doors have missing pieces or are cracked and allow water or weather penetration (e.g., seeping water, leaking air, coming in through a crack or hole)

(304.13 window, skylight, or and door frames, 304.13.1 glazing)

- d. MINOR - Any openable window or door within 10 feet of grade or above any deck, balcony or porch is missing latch or has defective latching device.

(304.13 window, skylight, and door frames, 304.18 building security)

**1.6 (304.2 protective treatment, 304.4 structural members, 304.5 foundation walls, 304.6 exterior walls. Exterior walls are reasonably weathertight and watertight, structurally sound, rodent proof, and kept in a safe and sound condition.**

- a. MAJOR - Exterior wall is failing: leaning, crumbling, missing pieces, broken, or deflected.

(304.4 structural members, 304.5 foundation walls, 304.6 exterior walls)

- b. MINOR - Exterior walls allow water or weather penetration (e.g., seeping water, leaking air coming in through a crack or hole).

(304.2 protective treatment, 304.6 exterior walls)

## **2 Interior: Structure, Shelter, and Maintenance (IPMC Chapters 3 and 4)**

Walls, floors, stairs, and other structural components are reasonably free of decay, maintained in a safe and sound condition, and capable of withstanding normal loads and forces. Natural and mechanical lighting and ventilation is adequate and maintained in good working order for each habitable space in the unit.

### **2.1 (305.1 general - interior structure, 305.2 structural members, 305.3 interior surfaces) Structural components such as walls, floors and ceilings are maintained in a safe and sound condition and in good repair. Wall, floor, and ceiling coverings must be dry and free of moisture.**

- a. MAJOR - Wall, floor, or ceiling coverings are damaged or broken such that the opening creates an unsafe condition. Examples include but are not limited to exposed framing members, exposed electrical components, exposed plumbing, access for rodents and insects, or other unsafe conditions.*

*(305.1 general - interior structure, 305.2 structural members)*

- b. MAJOR - Walls, floors, or ceilings are soft, spongy, or wet to the touch.*

*(305.1 general - interior structure, 305.2 structural members, 304.5 foundation walls, 305.3 interior surfaces.)*

- c. MAJOR - Floors and any support system is not maintained in a safe and sound condition.*

*(305.1 general - interior structure, 305.2 structural members)*

- d. MINOR - Water/moisture staining, unsanitary floors, cosmetic defects/deficiencies.*

*(305.3 interior surfaces)*

### **2.2 ( 305.4 interior stairs and walking surfaces, 306.1 general - handrails and guardrails) Interior stairs and landings must be maintained in a safe and sound condition and in good repair.**

- a. MAJOR - Joists or posts are leaning, decayed, detached or are otherwise unsafe.*

*( 305.4 interior stairs and walking surfaces, 306.1 general - handrails and guardrails)*

- b. MAJOR - Landings or other platforms have broken, loose, decayed, or missing pieces, or are otherwise unsafe.*

*( 305.4 interior stairs and walking surfaces, 306.1 general - handrails and guardrails)*

- c. MAJOR - Interior stairs have loose, broken, decayed, or missing pieces, or are otherwise unsafe.*

*( 305.4 interior stairs and walking surfaces, 306.1 general - handrails and guardrails)*

- d. MAJOR - Handrails, including approved intermediate rails or other guards on any surface 30 inches or more above adjacent walking surfaces, on any flight with more than three risers are missing, loose, broken, not graspable or otherwise unsafe.*

*( 305.4 interior stairs and walking surfaces, 306.1 general - handrails and guardrails)*

- o *Note: You can find Graspable Configurations online at: International Residential Code (IRC), R311.5.6.3*

- e. *MAJOR - Guardrails, including approved intermediate rails or other guards, on any landings, or platforms that are 30 inches or more above adjacent walking surfaces are missing, loose, broken, or otherwise unsafe.*

*( 305.4 interior stairs and walking surfaces, 306.1 general - handrails and guardrails)*

### **2.3 ( 403.1 habitable spaces - ventilation, 403.4 process ventilation, 403.5 clothes dryer exhaust)**

**Ventilation: all habitable rooms and bathrooms must have operable windows, or passive or mechanical ventilation in good working order and vented to the exterior.**

- a. *MAJOR - Any habitable room, or bathroom, does not have the required operable windows, or passive or mechanical ventilation.*

*(403.1 habitable spaces)*

- b. *MAJOR - Kitchen fan, if used in place of operable windows, is not operable or pulling air.*

*(403.4 process ventilation)*

- c. *MAJOR - Bathroom fan or passive vent, if used in place of operable windows, is not operable, pulling air, or vented to the exterior.*

*(403.2 bathrooms and toilet rooms)*

## **3 Security and Safety (IPMC Chapters 3 and 7)**

**3.1 (702.1 general - means of egress, 702.3 locked doors, 702.4 emergency escape openings, 305.1 general - interior structure, 305.6 interior doors, 304.18 building security, 304.18.1 doors, 304.18.2 windows, 304.18.3 basement hatchways) Emergency Escape Windows and Doors. Every sleeping room below the fourth floor built or permitted after August 10, 1972 must have an emergency escape window or door opening to the exterior directly from the sleeping room. After November 10, 2004, in a fully sprinklered building with a valid Certificate of Occupancy, sleeping rooms are not required to have egress window**

**ows. Emergency escape openings, when required, must open to the exterior, have a minimum opening of 5.0 square feet when at grade or 5.7 square feet otherwise, with a minimum dimension of at least 24 inches high and at least 20 inches wide, and must not exceed a maximum sill height of 44 inches from the floor. In order to meet the total square footage requirement, a window size of nearly 2 by 3 feet is typically required. Sleeping rooms that were built under permit prior to August 10, 1972 are exempted from this requirement but need to meet ventilation requirements in Section 2 of this checklist.**

- a. *MAJOR - Emergency escape opening is missing, blocked, or inaccessible.*

*(702.1 general - means of egress, 702.3 locked doors, 702.4 emergency escape openings)*

- b. *MAJOR - Emergency escape openings do not meet size or sill height requirements.*

*(702.1 general - means of egress, 702.4 emergency escape openings)*

- c. *MAJOR - Security bars, grills or similar devices on emergency escape openings are not operable or have inoperable release mechanisms.*

*(702.1 general - means of egress, 702.4 emergency escape openings)*

- d. MAJOR - Emergency escape doors must not require a key to unlock/open from the interior side of the door.

(702.1 general - means of egress, 702.3 locked doors)

### **3.2 (304.18 building security, 702.1 general - means of egress, 702.3 locked doors) Entrance Doors**

- a. MAJOR - Any entrance door, including sliding doors, to a housing unit or single-family dwelling is not capable of resisting forcible entry or damaged to the extent that the door or the door casing is otherwise unsafe.

(304.18 building security, 702.1 general - means of egress, 702.3 locked doors)

- b. MAJOR - Any entrance door, including sliding doors, to a housing unit or single-family dwelling does not have at least one operable dead bolt or deadlatch openable from the inside without a key or other approved locking device.

(304.18 building security, 702.1 general - means of egress, 702.3 locked doors)

- c. MINOR - The main entrance door to a housing unit or single-family dwelling does not have an observation port or window in the door, or sidelight window. Observation ports shall be installed at a height of not less than 54 inches and not more than 60 inches from the floor.

(304.18 building security, 702.1 general - means of egress, 702.3 locked doors)

### **3.3 (704.1 general - fire protection systems, 704.2 smoke alarms, 048.18 requirements not covered by code - carbon monoxide detectors) Smoke and Carbon Monoxide Alarms**

- a. MAJOR - Smoke alarms are missing, not functional, or not installed inside of all sleeping rooms.

(704.1 general - fire protection systems, 704.2 smoke alarms)

- b. MAJOR - Smoke alarms are missing, not functional, or not installed in a central location outside all sleeping rooms.

(704.1 general - fire protection systems, 704.2 smoke alarms)

- c. MAJOR - Smoke alarms are missing, not functional, or not installed on each floor, including basements.

(704.1 general - fire protection systems, 704.2 smoke alarms)

- o Note: Not required in crawl spaces and uninhabitable attics.

- d. MAJOR - Carbon monoxide alarms are missing, not functional, or not installed in a central location outside each sleeping area and on every level of the home.

- o Note: Carbon monoxide alarms should not be located within 15 feet of fuel burning appliances.

(048.18 requirements not covered by code - carbon monoxide detectors)

## **4 Heating System (IPMC sections 602 and 603)**

Every housing unit must have a permanently installed functioning heating system capable of maintaining the required temperature in all habitable rooms and bathrooms.

### **4.1 (601.1 general - mechanical and electrical requirements, 602.1 facilities required, 602.2 residential occupancies - heating facilities required, 602.3 heat supply, 602.5 room temperature measurement, 603.1 mechanical appliances) Heat source in the unit is permanent, working, and in good repair.**

- a. MAJOR - Required permanently-installed heating equipment/device is defective or missing.  
(602.2 residential occupancies - heating facilities required, 602.3 heat supply 603.1 mechanical appliances)*

### **4.2 Temperature can be maintained at a minimum of 68 degrees Fahrenheit when exterior temperature is 24 degrees Fahrenheit or higher.**

- a. MAJOR - Permanently-installed heating system is not capable of maintaining required temperature in any habitable room, bathroom or toilet room.  
(602.2 residential occupancies - heating facilities required, 602.3 heat supply 603.1 mechanical appliances, 602.5 room temperature requirements)*

## **5 Electrical Standards (IPMC section 604)**

All electrical equipment and wiring must be approved and maintained in safe and sound condition and in good working order.

### **5.1 MAJOR - Exposed unprotected wiring is evident in any room.**

*(604.1 facilities required - electrical system, 604.2 service, 604.3 electrical system hazards, 605.1 installation)*

### **5.2 MAJOR - Any electrical equipment is improperly installed or connected, tampered with, or unsafe, including but not limited to meter bays, service panels, subpanels, or main disconnect.**

*(604.3 electrical system hazards, 605.1 installation)*

### **5.3 MAJOR - Any habitable room does not have an operable light fixture and an electrical outlet, or two electrical outlets. Any kitchen does not have an operable light fixture and three operable outlets, one of which may serve an installed cooking range.**

*(605.2 receptacles, 605.3 luminaires)*

**5.4 MAJOR - Any bathroom, laundry room, utility room, common hallway, stairway, or porch does not have an operable light fixture.**

(605.3 luminaires)

**5.5 MAJOR - Any electrical extension cord used for permanent extension of power in place of approved installed wiring. An improper extension cord use may include: (1) running the cord through doors, doorways, halls, windows, cabinets; (2) concealed extension cords within walls, floors, or ceilings; (3) cords installed on walls and ceilings; or (4) otherwise unsafe.**

(604.3 electrical system hazards, 605.1 installation)

## **6 Plumbing and Hot Water (IPMC chapter 5)**

Plumbing systems must be properly installed, functional, sanitary and maintained in good condition. The water temperature must reach at least 110 degrees Fahrenheit after running water for two minutes. The Plumbing System includes all potable water building supply and distribution pipes, all reclaimed water systems, all plumbing fixtures and traps, all drainage and vent pipe(s), and all building drains including their respective joints and connections, devices, receptors, and appurtenances within the property lines of the premises and shall include potable water piping and water heaters.

**6.1 MAJOR - Running water temperature is below 110 degrees Fahrenheit, not capable of reaching 110 degrees Fahrenheit.**

(505.1 general - water system, 505.4 water heating facilities)

**6.2 MAJOR - Any individual unit water heater is set above 115 degrees Fahrenheit.**

(505.4 water heating facilities)

**6.3 MAJOR - Evidence the plumbing system is not connected to an approved sewer or potable water source, or is not in good working order. Evidence includes, for example: (1) strong sewer gas smell in the basement, crawlspace or outside of unit; (2) leaking of basement plumbing pipes; (3) clogged or very slow drains; (4) flexible traps or other improper piping; or (5) otherwise unsanitary.**

(504.1 general - plumbing system and fixtures, 504.3 plumbing system hazards, 505.1 general - water system, 506.1 general - sanitary drainage system, 506.2 maintenance - sanitary drainage system)

**6.4 MAJOR - Visual evidence that a pressure temperature relief valve on a hot water heater is missing, not installed properly, has been tampered with, the relief valve is dripping, or is otherwise unsafe.**

(504.3 plumbing system hazards, 505.4 water heating facilities, 603.4 safety controls)

**6.5 MAJOR - Gas piping is leaking, kinked, crushed, inadequately supported, or pulling away from the wall or is otherwise unsafe.**

- Note: If leak detected, evacuate, and call 911 immediately.

**6.6 MAJOR - Gas shutoff valve not located in the same room within 3 feet of appliance.**

(504.3 plumbing system hazards)

**7 Sanitation Standards: Bathrooms (IPMC Chapters 4 and 5)**

**Every unit has at least one directly accessible bathroom (primary bathroom) that includes an operable toilet, sink, and tub or shower, all in a safe and sound condition and sanitary working order. Does not apply to legally established shared residential occupancy/rooming house/micro-housing unit that does not have a bathroom, although an associated common or shared bathroom must meet these standards.**

**7.1 MAJOR - Bathroom does not include a fully functional sink, toilet, and tub or shower.**

(502.1 dwelling units - required facilities)

**7.2 MAJOR - The only access from a bedroom to the only bathroom is through another bedroom.**

(404.4.3 access from bedrooms)

**7.3 MAJOR - Toilet does not flush, is broken, leaks at the base, or is not secure to the floor.**

(504.1 general - plumbing systems and fixtures, 504.3 plumbing system hazards)

**7.4 MAJOR - Sink**

- a. Dripping faucets, cracked or chipped porcelain, slow drain, or broken but operable handles or knobs.*
- b. Is not operable such as cracked through, faucet cannot turn on, or no hot and cold water.*
- c. Under sink plumbing pipes or connectors are leaking.*

(504.1 general - plumbing systems and fixtures, 504.3 plumbing system hazards)

**7.5 MAJOR - Shower or Bathtub**

- a. Dripping faucets, cracked or chipped porcelain, slow drain, or broken but operable handles or knobs.*
- b. Is not operable such as cracked through, faucet cannot turn on, or no hot and cold water.*
- c. Plumbing pipes or connectors are leaking.*

(504.1 general - plumbing systems and fixtures, 504.3 plumbing system hazards)

**7.6 MINOR - Bathroom Counter is missing tiles, pieces are broken, is made of a porous material, or is pulling away from the wall.**

(305.3 interior surfaces)

## **8 Sanitation Standards: Kitchen (IPMC Chapter 5)**

Every unit has a kitchen with a sink, counter, and cabinets, cooking appliance, and refrigerator maintained in safe, sound, and sanitary condition. Kitchens must also have cooking and refrigeration appliances or space and approved hookups for their installation. This does not apply to units comprised of a single habitable room such as a Single Room Occupancy, rooming house, or micro-housing unit when the unit does not have a kitchen. Common kitchen must meet these standards.

### **8.1 MAJOR - Dwelling unit does not have a kitchen which must include: sink, counter, and cabinets, as well as a cooking appliance, and refrigerator or space and approved hookups for the appliances.**

(501.2 responsibility - plumbing facilities and fixture requirements, 502.1 dwelling units - required facilities, 048-18 requirements not covered by code)

### **8.2 MAJOR - Sink**

- a. Kitchen sink: Dripping faucets, cracked or chipped porcelain, slow drain, or broken but operable handles or knobs.*
- b. Kitchen sink is not operable such as cracked through, faucet cannot turn on, or no hot and cold water.*
- c. Under sink plumbing assemblies including any piping, faucet risers, traps or sink connectors are leaking.*

*(504.1 general - plumbing systems and fixtures, 504.3 plumbing system hazards)*

### **8.3 MINOR - Counter is missing tile, pieces are broken, is made of a porous material, or is pulling away from the wall.**

*(305.3 interior surfaces)*

## **9 Owners' Obligations (307 rubbish and garbage and 308 extermination)**

Property owners are responsible for ensuring that the property is free of excess trash; insects and rodents have been exterminated.

### **9.1 MAJOR or MINOR (dependent on severity and type/species of pest) - Visible evidence of rodents or insects such as bedbugs, ants, cockroaches, or silverfish.**

- *Refer to State of Nebraska Landlord/Tenant rights/responsibilities.*
- *Note: documentation issued by a certified exterminator or a certified fumigator is sufficient to pass this item in the following cases: (1) the documentation confirms the existing treatment program is appropriate and following the recommended treatment plan; (2) documentation of a new or expanded treatment program and at least one treatment performed following the new or expanded treatment program; or (3) documentation that there are no pests present.*

*( 308.1 infestation, 308.2 owner, 308.3 single occupant, 308.4 multiple occupancy, 308.5 occupant)*

### **9.2 MINOR - Garbage/rubbish is accumulated outside of trash receptacles.**

*(307.1 accumulation of rubbish or garbage, 307.2 disposal of rubbish)*