



Rental Housing Inspections Program Self-Certification Checklist

Inspection Date: _____

Rental Property Address/Name: _____

ITEMS	YES	NO (if no, please explain)	DOES NOT APPLY
Exterior and Common Areas (make copies as needed per building)			
Building			
Foundations are in good solid condition			
Exterior paint on all exterior structures shows no signs of peeling			
Exterior walls are free of major cracks and erosion			
Walkways & retaining walls are safe & in good condition			
Roofs are in good repair & gutters/downspouts are not clogged			
Stairs, decks, guardrails and handrails are in good condition with no rotting material			
Exterior lighting is in good working order			
Electrical service panels, meters and enclosures are in good condition			
Garage/carport are in good condition			
Street address numbers are visible on the building & at least 4" in height			
Doors and Locks			
Entry doors are equipped with deadbolt locks. All doors and locks are in working order and open/close properly			
Exiting			
Exits are clear and unobstructed all the way to the public right of way			
All "EXIT" signs and exit lighting are in working order			
Fire doors are operable and in good condition			
Garbage/Recycling Materials			
Garbage service and sufficient garbage containers are provided on site			
Laundry Rooms			
Interiors are clean and facilities are maintained in good condition			
All dryer venting is intact & properly vented			
ITEMS	YES	NO (if no, please explain)	DOES NOT APPLY
Pools			
Swimming pool gates and enclosures are in compliance			
Swimming pool is clean and/or cover is free of debris			
Exterior			
Driveways and parking areas are in good condition			
Property has no open or unsecured excavation, hole, pond and/or other dangerous property condition			
Property is free of wrecked, disabled, inoperative vehicles, discarded furniture or other household equipment, litter, garbage or refuse			
Property exterior is free of stored construction materials and furniture manufactured for indoor use			
Sewer			
Cleanout lines are unobstructed and in good condition			

Windows			
Windows and window panes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
Egress windows are operable and open completely			
Interior Areas			
Interior rooms (all)			
Sheetrock on walls and ceiling are free of holes and in good condition			
All walls are free of dirt, mold, stains, cracked/peeling paint, cracked/loose plaster, or other defective surface conditions			
Floor covering is free of trip hazards			
Floor surfaces in kitchen & bath are constructed/maintained to be impervious to water			
Electrical outlets & light switches are functional and have cover plates			
GFCI's properly installed in kitchen & bath and in working condition			
Switched lighting fixture in kitchen, bath, laundry, & furnace room is present and operational			
Stove burners and oven works safely with functioning knobs & gas oven are free of a gaseous odor			
All appliances are in working order			
Sink, bathtub, toilets, & faucets drain properly and are free from leakage			
Exhaust fan in working order (Required when there is no window in the bathroom)			
Interior doors in place, properly working, with correct hardware			
Fire & Health Safety			
Carbon Monoxide Alarms are located within 15 feet of every sleeping room			
Smoke detectors are installed in hallways and in each sleeping room			
All smoke detectors are in working order and are inspected bi-annually			
Annual Carbon Monoxide test by a mechanical contractor is required for furnaces 10 years or older			
Fire extinguishers are provided and installed according to the State Fire Codes			
Other Important Items			
Electrical System Requirements			
Use of extension cords and electrical adapters are not overloading the circuit.			
Illegal , unsafe, or bare wiring and/or extension cords have been removed			
Weather resistant outlet cover(s) are in place and working properly			
If the building was constructed in 1960 or earlier: The fuses in the panel box that serves each unit is rated at least 15 amps			
Sub-panels are labeled and breakers are in proper working condition			
<i>Note: If the fuses are greater than 15 amps and the unit was built in 1960 or before, an electrical danger is present unless the wiring has been updated. The City strongly recommends that you contact an electrician if you are not sure about the proper fuses for the building or units</i>			
ITEMS	YES	NO (if no, please explain)	DOES NOT APPLY
Plumbing and Mechanical Requirements			
Electrical or gas heaters are functioning properly. <i>Note: If there is a high-pressure gas boiler system (not the water heater), the boiler heating system is in proper working condition</i>			
Water heater in working order supplying water at a minimum of 115°F			
Water heater has a working temperature and pressure relief valve including a proper drain line on the pressure relief valve			
There are no non-approved heater or hazardous appliances			
Gas lines have shut off valves at the appliance connection. All service gas lines are free of leaks.			
Vent pipes that serve gas heating appliances are terminated above the roofline with vent caps (Direct vent heaters are exempt)			
Vector (insects, rodents, and other pest)			
Property is free of infestations			