

RENTAL INSPECTION GUIDELINE

1. The address must be on the building
2. Exterior doors must close and latch
3. **Kitchen**
 - a. Floors/walls/ceilings must have a proper finish; free of holes and mold.
 - b. Garbage disposals if supplied; must be wired properly.
 - c. Check for plumbing leaks.
 - d. Check water pressure
 - e. Windows must operate freely and stay open with proper window hardware
 - f. Electrical outlets – check as many as practical for proper wiring/connection/condition.
 - g. Electrical GFCI's outlets must work properly, and are required if maintenance was, or needs to be performed.
 - h. Check condition of cabinets and counters.
4. **Living room**
 - a. Floors/walls/ceilings must have a proper finish; free of holes and mold
 - b. Electrical outlets – check as many as practical for proper wiring/connection/condition.
 - c. Windows must operate freely and stay open with proper window hardware
 - d. Check condition of interior doors.
5. **Bathrooms**
 - a. Light
 - b. Ventilation is requires either through a window or mechanical means.
 - c. Check water pressure
 - d. Check condition of toilet, ie. leaking, running, etc.
 - e. Floors/walls/ceilings and tub/shower enclosures must have a proper finish; free of holes and mold
 - f. Check condition of floor structure, ie. water damage
 - g. Check condition of interior doors.
 - h. Electrical GFCI's outlets must work properly, and are required if maintenance was, or needs to be performed.
6. **Bedrooms**
 - a. Floors/walls/ceilings must have a proper finish; free of holes and mold
 - b. Electrical outlets – check as many as practical for proper wiring/connection/condition.
 - c. Windows must operate freely and stay open with proper window hardware
 - d. Check condition of interior doors.
7. **Stairwells**
 - a. Check condition of handrails
 - b. Check condition of stairs
 - c. All surfaces must be properly finished.

8. Fire

- a. Check for proper location and type of smoke detector - one on each floor, outside bedrooms, inside each bedroom, hard wire electric where required; and a 5 year battery where electric was not installed or retrofit.
- b. Fire extinguishers where required (four units and larger) must be annually certified. One is required in each dwelling unit or hallways. **Located 75' maximum travel distance from each dwelling unit and 50' from other hazards**
- c. Any monitored system must be inspected and certified annually.
- d. Check Electrical Service Panel box for open breaker slots and proper cover.

9. Mechanical rooms/Laundry rooms

- a. Doors must automatically close (multi-family buildings)
- b. Floors/walls/ceilings must have a proper finish; free of holes and mold
- c. Any penetrations must be sealed (duplex/multi-family buildings)
- d. Check combustion air for furnace/HWH
- e. Check venting/exhaust for furnace/HWH
- f. Check Electrical Service Panel box for open breaker slots and proper cover.

10. Exterior

Check the condition of the following:

- a. Siding, brick or paint on exterior
- b. Windows
- c. Roof/flashing
- d. Chimneys
- e. Facias
- f. Soffits
- g. Paved surfaces
- h. Foundation
- i. Driveway/sidewalks
- j. Garage/shed/swimming pools
- k. Check condition of deck structures, porches and steps as applicable:
 - i. deck boards
 - ii. joists
 - iii. guardrail
 - iv. balusters