

**DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS
INSPECTIONS AND ENFORCEMENT DIVISION
NEW RENTAL HOUSING INSPECTION CHECKLIST**

PLEASE NOTE THIS CHECKLIST IS MERELY A GUIDE CONTAINING MOST COMMONLY FAILED ITEMS, IT IS NOT ALL INCLUSIVE:

- Hot Water Heater** – Check to ensure temperature and pressure relief valve is piped down to the floor not more than 6 inches above floor level or piped into sump pump pit or other approved termination. Check venting if gas fired. Assure clearances. Suggest CO detector if appliances are gas fired.
- Washer/Dryer** – (if provided) – Check the hookups and turn them on a short cycle to ensure there are no leaks and they are in working order. The dryer should be vented to the exterior or as per manufacturer’s instructions. **Flexible exhaust duct must be metal and not plastic.**
- Electrical Panel Box** – Check for tripped breakers, missing spacers or breakers providing access to the interior buss bar. A minimum clear space 30 X 30 inches must be left open leading up to the electrical panel.
- Electrical Service Cable** – Property owners are responsible for maintaining the electrical service cable to the home. If this cable is in disrepair (wire covering deteriorating), it must be replaced by a licensed electrician, under permit.
- Furnace** – Forced air, heat pump or other forced air type unit, check for filter, if visible, is it clean. If gas fired, check condition of flue pipe for holes, rust, is connection tight, clearance to combustible materials usually 18 inches on single wall flue. Last service invoice.
- Hot Water Boiler** – May provide domestic hot water in addition to heat, boiler circulates hot water through a system of pipes and radiators and baseboard heating units. Look for a temperature and pressure relief valve; it must be piped down to within 6 – 8 inches of floor level.
- Rooms on all Floors** – Check perimeter of room (floors/ceilings) for water damage, i.e., stains or suspected mold, check electrical outlets quantity and use your tester on random outlets; outlets cannot be painted over. Note how many bedrooms.
- Basement** – Check for window meeting egress requirements in basement if there is a bedroom in the basement. Check for signs of leaks at foundation, exterior door, areaway or flooring above.
- Bathroom/Powder Room** – Check for ventilation fan exhausted to the exterior or openable window; check bathtub/shower tiles for loose tiles and proper caulking at wall and tub as well as where the tub meets the floor; check floors to ensure they are impervious to water and have no loose or missing tiles; flush toilets, run water in bathroom lavatories (basin), check for hot water at faucet; check under the vanity cabinet for any water leaks or signs of previous water leaks, and all caulking is in good condition; toilet seats should be hard surface.
- Smoke Detectors** – A smoke detector must be on all floors or wings of the house. There must be a smoke detector **INSIDE EACH BEDROOM** near the doorway, as well as the hallway area outside the bedrooms. Check smoke detectors for operation on all floor levels and inside all bedrooms. If original smoke detectors were hard-wired (A/C wired, 110 volt electrical), they must remain hard-wired although new smoke detectors installed inside the bedrooms can be battery operated.
- All Rooms** – Check to ensure that all switch plates and duplex outlet covers are installed, check for open (exposed wires) electrical junction boxes. Ensure that receptacles are not painted. Check for holes in walls, floors and ceilings. Ensure there is no peeling paint. Close and lock and reopen all interior doors for fit and operation.
- Windows** – Check windows to ensure locks are on all first floor windows (with a sill height of 6 ft. from ground), and window functions properly. Ensure window screens are in place and free of holes.

- **Sprinklers** – If the house has a sprinkler system (for fire suppression), check sprinkler heads for clearance requirements and ensure that no heads are painted or damaged. Ask for a copy of the last sprinkler report (in multi-family buildings). If residential sprinkler system in single family dwelling, no report may be available.
- **Kitchen** – Run water in sink and check for leaks under the sink, check garbage disposal for operation and proper electrical connection; check inside stove to ensure it is clean and sanitary. Turn on stove and burners to ensure they are in working order; check stove hood fan and light for operation; look inside dishwasher to ensure it is clean and sanitary; turn on dishwasher to ensure it is working properly if you suspect it is not; look inside cabinet doors for signs of roach infestation and ensure they are clean and sanitary; look inside refrigerator (if provided) for clean sanitary condition free of odors; dishwasher is attached to under counter; drawers do not pull out all the way and are attached on drawer rails; cabinets and counter surfaces are not delaminated or damaged.
- **Stairways (inside/outside)** – Check to ensure handrails are in place and secured if there are more than four risers.
- **Fireplaces** – Check for condition of fireplaces. If it is a wood burning fireplace, must have proof of chimney flue cleaning within the last 12 months. Provide documentation of same.
- **Exterior** – Check to ensure that gutters and downspouts are not crushed or clogged and are free of overhanging branches. Since it is hard to determine the condition of a gutter from the ground, look for plant/weed growth which is a sure sign it is clogged up; splash blocks should be in place at the termination of the downspout; look for green discoloration on siding which is a sign that gutters and downspouts are not functional; look for large areas of moss growth near foundation wall-this may indicate standing water; look for areas where topsoil is missing exposing stones/pebbles; ensure that globes are on all exterior light fixtures (all exit doors require a light); ensure there are no holes in the exterior that would allow nuisance animals to enter; ensure there is no rotted wood trim or cracking or peeling paint; visually look at roof covering for signs of deterioration (note any clawing shingles or missing shingles); check fences and/or gates to ensure they are structurally sound and hardware is in place on all gates; ensure that sliding doors work properly and screen slider is secure; if the house has a deck, check it to ensure it has proper railings and is structurally sound; check sidewalks/steps for tripping hazards.
- **Premises Identification** – Address numbers must be posted in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch.
- **Well/Septic Served Properties** - If your property does get its potable (drinking) water from a well, you must have your water tested for potability to ensure it is safe for tenants to drink. You must provide the Inspector with a recent copy of this report indicating that the water is free from contamination prior to approval of the license. Provide documentation indicating septic was pumped within last 3-years.
- **Deadbolt Locks** – Doors providing access to the unit shall be equipped with a deadbolt lock designed to be readily operable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a lock throw of not less than 1 inch. For this purpose, a sliding bolt shall not be considered an acceptable deadbolt lock. All double-keys deadbolts must be replaced with appropriate lock.