

All locations of a rental property will be inspected, including but not limited to:

Foyers, hallways, bedrooms, living rooms, dining rooms, kitchens, bathrooms, basements, laundry rooms, dens, bars, lofts, basements, crawl spaces, balconies, decks, porches, garages, sheds, fences, retaining and decorative walls, driveways, walkways, groundcover, automobiles on site, structural exterior features, etc.

The following is a sample inspection checklist which every officer will utilize:

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FOYER

Interior surfaces/sanitation:

- Walls, floors, ceilings or surfaces are dirty, have peeling paint, water stains, holes or cracks
- Egress aisles/paths blocked
- Excess accumulation

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair
- Door has a double keyed deadbolt
- Door missing identifying unit number, where required

Windows

- Window cracked/broken glass
- Window doesn't open easily and stay in an open position
- Window has mildew/discoloration
- Window is missing a locking device
- Window screens missing between May 1st and October 31st
- Screens are torn
- Window interior trim missing or otherwise in disrepair

Electric

- Extension cords/multi-plug adapters/triple-taps
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures/switches malfunctioning

Illumination

- Inadequate illumination/bulb missing

Infestation

- Visible roaches, mice, bed bugs or droppings

Stairs/handrails/guardrails

- Equipment missing or otherwise in disrepair where required/installed incorrectly

Other:

LIVING ROOM

Interior surfaces/sanitation:

- Walls, floors, ceilings or surfaces are dirty, have peeling paint, water stains, holes or cracks
- Egress aisles/paths blocked
- Excess accumulation

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair
- Door has a double keyed deadbolt
- Door missing identifying unit number, where required

Windows

- Window cracked/broken glass
- Window doesn't open easily and stay in an open position
- Window has mildew/discoloration
- Window is missing a locking device
- Window screens missing between May 1st and October 31st
- Screens are torn
- Window interior trim missing or otherwise in disrepair

Electric

- Extension cords/multi-plug adapters/triple-taps
- Missing two independent electrical outlets
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures and switches functioning

Illumination

- Inadequate illumination/bulb missing

Infestation

- Visible roaches, mice, bed bugs or droppings

Thermostat missing or otherwise in disrepair, where required

Stairs/handrails/guardrails

- Equipment missing or otherwise in disrepair where required/installed incorrectly

Smoke/CO (where required)

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- Location inappropriate
- Doesn't sound

Other:

DINING ROOM

Interior surfaces/sanitation

- Walls, floors, ceilings or surfaces are dirty, have peeling paint, water stains, holes or cracks
- Egress aisles/paths blocked
- Excess accumulation

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair
- Door has a double-keyed deadbolt
- Door missing identifying unit number, where required
- Sliding patio door is missing an approved locking device

Windows

- Window cracked/broken glass
- Window doesn't open easily and stay in an open position
- Window has mildew/discoloration
- Window is missing a locking device
- Window screens missing between May 1st and October 31st
- Screens are torn
- Window interior trim missing or otherwise in disrepair

Electric

- Extension cords/multi-plug adapters/triple-taps
- Missing two independent electrical outlets
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures/switches malfunctioning

Illumination

- Inadequate illumination/bulb missing

Smoke/CO (where required)

- Location inappropriate
- Doesn't sound

Infestation

- Visible roaches, mice, bed bugs or droppings

Thermostat missing or otherwise in disrepair, where required

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Stairs/handrails/guardrails

- Equipment missing or otherwise in disrepair where required/installed incorrectly

Other:

KITCHEN

Interior surfaces/sanitation

- Walls, floors, ceilings or surfaces are dirty, have peeling paint, water stains, holes or cracks
- Counters/cabinets/cabinet doors/drawers missing hardware or otherwise in disrepair
- Egress aisles/path blocked
- Excess accumulation

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair
- Door has a double-keyed deadbolt
- Door missing identifying unit number if required
- Sliding patio door is missing an approved locking device

Windows

- Window cracked/broken glass
- Window doesn't open easily and stay in an open position
- Window has mildew/discoloration
- Window is missing a locking device
- Window screens missing between May 1st and October 31st
- Screens are torn
- Window interior trim missing or otherwise in disrepair

Electric

- Extension cords/multi-plug adapters/triple-taps
- Missing two independent electrical outlets
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures/switches malfunctioning
- Outlets are not GFCI/do not trip when tested with equipment, where required
- Garbage disposal has exposed or unapproved wiring

Illumination

- Inadequate illumination/bulb missing

Plumbing

- Water supply lines to faucets not made of braided stainless steel or copper tube
- Sink p-traps not made of metal or PVC
- Hot and cold water reversed to faucet/faucet not secured to sink
- Missing shut-off valves to water supply lines under sink

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- Sink does not drain properly
- Leak under sink
- Faucet drips when turned off
- Water not at least 120 degrees
- Dishwasher does not drain properly

Infestation

- Visible roaches, mice, bed bugs or droppings

Fire Extinguisher missing, where required

Appliances

- Stove/oven are unsanitary or burners do not ignite as intended by the manufacturer
- Refrigerator unsanitary/not at or below 45 degrees

Stairs/handrails/guardrails

- Equipment missing or otherwise in disrepair where required/installed incorrectly

Other:

BATHROOM: 1, 2, 3, MASTER, ETC.

Interior surfaces/sanitation

- Walls, floors, ceilings or surfaces are dirty, have peeling paint, water stains, holes or cracks
- Egress aisles/paths blocked
- Excess accumulation

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair
- Door has a double-keyed deadbolt
- Door missing identifying unit number, where required
- Sliding patio door is missing an approved locking device

Windows

- Window cracked/broken glass
- Window doesn't open easily and stay in an open position
- Window has mildew/discoloration
- Window is missing a locking device
- Window screens missing between May 1st and October 31st
- Screens are torn
- Window interior trim missing or otherwise in disrepair

Exhaust fan or window

- Exhaust fan missing or otherwise in disrepair/window is not openable/screen missing between May 1st and October 31st

Electric

- Extension cords/multi-plug adapters/triple-taps
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment

Light fixtures/switches malfunctioning

- Outlets are not GFCI/do not trip when tested with equipment, where required

Illumination

- Inadequate illumination/bulb missing

Plumbing

- Water supply lines to faucets not made of braided stainless steel or copper tube
- Sink p-traps not made of metal or PVC

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- Hot and cold water reversed to faucet/faucet not secured to sink
- Missing shut-off valves to water supply lines under sink
- Sink does not drain properly
- Leak under sink
- Faucet drips when turned off
- Water not at least 120 degrees
- Toilet, vanity or counter not securely attached to floor/wall
- Caulk around tub and walls missing or otherwise in disrepair

Infestation

- Visible roaches, mice, bed bugs or droppings

Other:

LAUNDRY ROOM

Interior surfaces/sanitation

- Walls, floors, ceilings or surfaces are dirty, have peeling paint, water stains, holes or cracks
- Egress aisles/paths blocked
- Excess accumulation

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair
- Door has a double-keyed deadbolt
- Door missing identifying unit number, where required
- Sliding patio door is missing an approved locking device

Windows

- Window cracked/broken glass
- Window doesn't open easily and stay in an open position
- Window has mildew/discoloration
- Window is missing a locking device
- Window screens missing between May 1st and October 31st
- Screens are torn
- Window interior trim missing or otherwise in disrepair

Electric

- Extension cords/multi-plug adapters/triple-taps
- Missing two independent electrical outlets
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures/switches malfunctioning
- Outlets are not GFCI/do not trip when tested with equipment, where required

Illumination

- Inadequate illumination/bulb missing

Plumbing

- Water supply lines to faucets not made of braided stainless steel or copper tube
- Sink p-traps not made of metal or PVC
- Hot and cold water reversed to faucet/faucet not secured to sink
- Missing shut-off valves to water supply lines under sink
- Sink does not drain properly
- Leak under sink
- Faucet drips when turned off

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- Water not at least 120 degrees

Infestation

- Visible roaches, mice, bed bugs or droppings

Fire extinguisher missing, where required

Dryer duct

- Not solid metal duct or UL approved flexible metal/foil duct
- Foil duct longer than 8 feet
- Solid metal duct longer than 25 feet
- Not connected to dryer/lint build-up around dryer or walls

Other:

DEN/BAR

Interior surfaces/sanitation

- Walls, floors, ceilings or surfaces are dirty, have peeling paint, water stains, holes or cracks
- Counters/cabinets/cabinet doors/drawers missing hardware or otherwise in disrepair
- Egress aisles/paths blocked
- Excess accumulation

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair
- Door has a double-keyed deadbolt
- Sliding patio door is missing an approved locking device

Windows

- Window cracked/broken glass
- Window doesn't open easily and stay in an open position
- Window has mildew/discoloration?
- Window is missing a locking device
- Window screens missing between May 1st and October 31st
- Screens are torn
- Window interior trim missing or otherwise in disrepair

Electric

- Extension cords/multi-plug adapters/triple-taps
- Missing two independent electrical outlets
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures/switches malfunctioning
- Outlets are not GFCI/do not trip when tested with equipment, where required

Illumination

- Inadequate illumination/bulb missing

Plumbing

- Water supply lines to faucets not made of braided stainless steel or copper tube
- Sink p-traps not made of metal or PVC
- Hot and cold water reversed to faucet/faucet not secured to sink
- Missing shut-off valves to water supply lines under sink
- Sink does not drain properly
- Leak under sink

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- Faucet drips when turned off
- Water not at least 120 degrees

Infestation

- Visible roaches, mice, bed bugs or droppings

Smoke/CO (where required)

- Location inappropriate
- Doesn't sound

Stairs/handrails/guardrails

- Equipment missing or otherwise in disrepair where required/installed incorrectly

Other:

LOFT

Interior surfaces/sanitation

- Walls, floors, ceilings or surfaces are dirty, have peeling paint, water stains, holes or cracks
- Counters/cabinets/cabinet doors/drawers missing hardware or otherwise in disrepair
- Egress aisles/paths blocked
- Excess accumulation

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair
- Door has a double-keyed deadbolt
- Sliding patio door is missing an approved locking device

Windows

- Window cracked/broken glass
- Window doesn't open easily and stay in an open position
- Window has mildew/discoloration
- Window is missing a locking device
- Window screens missing between May 1st and October 31st
- Screens are torn
- Window interior trim missing or otherwise in disrepair

Electric

- Extension cords/multi-plug adapters/triple-taps
- Missing two independent electrical outlets
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures/switches malfunctioning
- Outlets are not GFCI/do not trip when tested with equipment, where required

Illumination

- Inadequate illumination/bulb missing

Infestation

- Visible roaches, mice, bed bugs or droppings

Smoke/CO (where required)

- Location inappropriate
- Doesn't sound

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Stairs/handrails/guardrails

- Equipment missing or otherwise in disrepair where required/installed incorrectly

Other:

BEDROOM: 1, 2, 3, ETC.

Interior surfaces/sanitation

- Walls, floors, ceilings or surfaces are dirty, have peeling paint, water stains, holes or cracks
- Counters/cabinets/cabinet doors/drawers missing hardware or otherwise in disrepair
- Egress aisles/paths blocked
- Excess accumulation

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair
- Door has a double-keyed deadbolt
- Sliding patio door is missing an approved locking device

Windows

- Window cracked/broken glass
- Window doesn't open easily and stay in an open position
- Window has mildew/discoloration
- Window is missing a locking device
- Window screens missing between May 1st and October 31st
- Screens are torn
- Window interior trim missing or otherwise in disrepair

Electric

- Extension cords/multi-plug adapters/triple-taps
- Missing two independent electrical outlets
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures/switches malfunctioning

Illumination

- Inadequate illumination/bulb missing

Infestation

- Visible roaches, mice, bed bugs or droppings

Smoke/CO (where required)

- Location inappropriate
- Doesn't sound

Other:

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BASEMENT

Interior surfaces/sanitation

- Walls, floors, ceilings or surfaces are dirty, have peeling paint, water stains, holes or cracks
- Counters/cabinets/cabinet doors/drawers missing hardware or otherwise in disrepair
- Egress aisles/paths blocked
- Excess accumulation

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair
- Door has a double-keyed deadbolt
- Sliding patio door is missing an approved locking device

Windows

- Window cracked/broken glass
- Window doesn't open easily and stay in an open position
- Window has mildew/discoloration
- Window is missing a locking device
- Window screens missing between May 1st and October 31st
- Screens are torn
- Window interior trim missing or otherwise in disrepair
- **Basement mattresses/beds are not in the same room as an egress window**
- **Inappropriately sized egress windows/blocked**
- Egress windows not permitted/ceilings too low/no permits pulled for new windows

Electric

- Extension cords/multi-plug adapters/triple-taps
- Missing two independent electrical outlets
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures/switches malfunctioning

Illumination

- Inadequate illumination/bulb missing

Dryer duct

- Not solid metal duct or UL approved flexible metal/foil duct
- Longer than 8 feet
- Not connected to dryer/lint build-up around dryer or walls



Breaker panel/Fuse box

- Service is not at least 60-amps
- Screw-in fuses over 20-amps
- Breaker assignments not labeled
- Open, uncovered vacant slots
- Exposed wiring/panel face missing or loose
- Installed equipment has no permit on file

Plumbing

- Water supply lines to faucets not made of braided stainless steel or copper tube
- Sink p-traps not made of metal or PVC
- Hot and cold water reversed to faucet/faucet not secured to sink
- Missing shut-off valves to water supply lines under sink
- Sink does not drain properly
- Leak under sink
- Faucet drips when turned off
- Water not at least 120 degrees
- Toilet, vanity or counter not securely attached to floor/wall
- Caulk around tub and walls missing or otherwise in disrepair

HVAC

- Heating system is not functioning properly in order to maintain at 65 degrees from October 1st through May 31st
- Power disconnect/switch not located within reach of the unit
- Flexible gas piping to the unit
- Drip leg/sediment trap missing to the gas supply line
- Exhaust vent has a negative slope to the chimney
- Exhaust pipe connection to the flu has gaps into the chimney
- Storage of items within 3ft of HVAC
- If in an enclosed space, door is not louvered/room is not vented to allow for exchange of combustion air
- Installed equipment has no permit on file

Water heater

- Flexible gas piping to the unit
- Drip leg/sediment trap missing to the gas supply line
- Flexible copper or braided stainless steel water piping to the water heater
- Missing pressure relief valve
- Non-metallic pressure relief tube connected to the pressure relief valve
- Metal pressure relief tube does not extend to within 6 inches of the ground
- Exhaust vent has a negative slope to the chimney
- Exhaust pipe connection to the flu has gaps into the chimney
- Storage of items within 3ft of the water heater

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- If in an enclosed space, door is not louvered/room is not vented to allow for exchange of combustion air
- Installed equipment has no permit on file

Additional mechanicals

- Boiler has an improper gas connection
- Boiler missing a pressure relief valve
- Boiler steam leaking in the system
- Water softener connected improperly
- Sump pump pit overflowing

Water meter

- Meter improperly grounded/bonded on the outer-most sides of each shut-off valve/less than 6 gauge copper/conductive wire?
- Tamper proof wire/seal connecting the meter dial to the meter housing broken or missing

Smoke/CO

- Location inappropriate
- Doesn't sound

Other:

HALLWAY: 1, 2, 3, BASEMENT, ETC.

Interior surfaces/sanitation

- Walls, floors, ceilings or surfaces are dirty, have peeling paint, water stains, holes or cracks
- Counters/cabinets/cabinet doors/drawers missing hardware or otherwise in disrepair
- Egress aisles/paths blocked
- Excess accumulation

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair

Electric

- Extension cords/multi-plug adapters/triple-taps
- Missing two independent electrical outlets
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures/switches malfunctioning

Illumination

- Inadequate illumination/bulb missing

Windows

- Window cracked/broken glass
- Window doesn't open easily and stay in an open position
- Window has mildew/discoloration
- Window is missing a locking device
- Window screens missing between May 1st and October 31st
- Screens are torn
- Window interior trim missing or otherwise in disrepair

Stairs/handrails/guardrails

- Equipment missing or otherwise in disrepair where required/installed incorrectly

Other:

BALCONY/PORCH/DECK

Exterior sanitation/storage

Electric

- Extension cords/multi-plug adapters/triple-taps
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures/switches malfunctioning
- Outlets are not GFCI/do not trip when tested with equipment where required

Illumination (where required)

- Inadequate illumination/bulb missing

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair
- Door has a double-keyed deadbolt
- Sliding patio door is missing an approved locking device
- Screen or storm door(s) missing a self-closing device

Stairs/handrails/guardrails

- Equipment missing or otherwise in disrepair where required/installed incorrectly
- Protective treatment/paint is peeling, flaking, unevenly discolored or fading
- Walking surface not secure, posts rotted or otherwise in disrepair

Other:

ACCESSORY STRUCTURES: GARAGES, FENCES, SHEDS, ETC.

Protective treatment/paint is peeling, flaking, unevenly discolored or fading

Doors

- Door/hardware is missing, broken, loose hinges, missing trim or otherwise in disrepair
- Missing/improper deadbolt on the garage door leading into the dwelling unit

Windows

- Window cracked/broken glass
- Window has been boarded over

Electric

- Extension cords/multi-plug adapters/triple-taps
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures/switches malfunctioning
- Outlets are not GFCI/do not trip when tested with equipment where required

House/garage/shed exterior walls

- Retaining wall in disrepair
- Fence in disrepair
- Shed in disrepair
- No permit/structure placement incorrect

Other:



EXTERIOR

- Screen or storm door(s) missing a self-closing device
- COA/historic district work performed without a permit (including installation of a satellite dish)
- Installed components have no permits on file (new windows, roof, siding, driveway, etc.)
- Sidewalk/walkways/pathways in disrepair or trip hazard
- Driveway in disrepair, loose material, ponding of water, trip hazards, etc.

Stairs/handrails/guardrails

- Equipment missing or otherwise in disrepair where required/installed incorrectly
- Exterior storage/residential storage/junk/animal feces present
- Groundcover is missing
- Premise identification
- Address numbers are less than 4 inches tall/not a contrasting color to the background color/not readily visible from the street

Chimney/brick in disrepair

Electric

- Extension cords/multi-plug adapters/triple-taps
- Outlets not installed securely/cover plates missing/wired incorrectly when tested w/equipment
- Light fixtures/switches malfunctioning

Outdoor storage of firewood

- Less than 6 feet from adjoining property line
- Stored less than 6 inches off of the ground
- Rodent harborage

Motor vehicles

- License plates missing on the front and/or back of the vehicle contrary to state law
- Expired sticker on the rear plate
- Flat tires or otherwise inoperable conditions

Commercial vehicles

- More than one taxi cab
- Vehicles plated F class or above/12,001lb GVWR or greater
- Dump trucks, Semi tractors, non-motorized trailers of any kind, trailers carrying boats, ATVs, jet skis, mobile wood chippers, mobile generators, enclosed trailers, utility trailers, etc.

Garbage totes

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- Visible from the public right-of-way
- Out more than 12 hours before collection day or still out the day after the designated collection day for that street

Dead or decaying trees/limbs

- Clearly dead trees/limbs
- Decaying or hazardous trees/limbs

Obstructions of the ROW/plants or trees over the sidewalk

- Tree limbs less than 10ft above the public sidewalk
- Bushes or obstructions hanging over the public sidewalk

Plastic on the exterior

- Tarps, plastic sheeting, plastic material or other covering located on the exterior side of a window, wall, roof, porch, etc.
- Graffiti present on the exterior of any structure, including garages, fences, retaining walls, etc.

Other: