

Rental Property Checklist

Site Address: \_\_\_\_\_ Parcel #62-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Inspector: \_\_\_\_\_ Site Address: \_\_\_\_\_

(printed name)

"M" = Meets minimum standards - the items conforms to minimum standards of maintenance

"B" = Below minimum standards - the item does NOT meet minimum standards

"H" = Hazardous - the item in its present condition may endanger the health and safety of the occupant

EXTERIOR:

Windows & Doors

M B H

- Weather - tight
Proper hardware and locks
Good working condition

Notes: \_\_\_\_\_

Roof

M B H

- Free of leaks
Appears visually sound
No loose or missing shingles

Notes: \_\_\_\_\_

Walls - Exterior

M B H

- Soffit and fascia in good repair
Housing numbers attached
weather - tight completed
condition and intact

Notes: \_\_\_\_\_

Gutters and Downspouts

M B H

- Good condition
Properly attached and drains
water away from structure

Notes: \_\_\_\_\_

Paint

M B H

- Paint is in generally good
condition w/ limited peeling
or chipping etc.

Notes: \_\_\_\_\_

Porch / Decks

M B H

- Good repair & safe condition
Guard railings required if
over 30" above grade

Notes: \_\_\_\_\_

Foundation / Skirting

M B H

- No appearant physical defects
Proper grading

Notes: \_\_\_\_\_

Yard

M B H

- Grass and weeds cut
No litter / debris, tires, auto parts
or other violation(s) of any
Ordinance's

Notes: \_\_\_\_\_

# Rental Property Checklist

## Accessory Structures

- M B H  
   In good repair  
   Exterior surfaces weather protected  
   Doors in good working order

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Garbage & Recycling

- M B H  
   Proper containers and size  
   No excess yard debris / compost, appliances, or other causes of blight

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Vehicles / Parking

- M B H  
   No abandoned, unlicensed vehicles  
   No inoperable vehicles  
   RV's currently registered / licensed

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## General Exterior Physical Appearance

- Good** - Few / limited deficiencies  
 **Fair** - Multiple deficiencies not causing blight  
 **Poor** - Multiple deficiencies causing blight

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **INTERIOR:**

### Walls & Ceiling

- M B H  
   In good repair  
   No flaking, chipping or peeling paint  
   Free from signs of water damage

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Floors

- M B H  
   In good repair  
   No holes  
   Floors appear structurally sound

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Hallway / Landing / Stairs

- M B H  
   Clear pathway  
   Handrails securely attached  
   Continuous handrails / guardrails required on open sides of landings 30" or more above grade  
   Grippable handrails

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Sleeping Rooms

- M B H  
   Proper egress window or door  
   At least 70 square feet floor space  
   Smoke detectors in each bedroom  
   Smoke and CO detector outside BR area  
   Elec outlets (1) in each BR

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Rental Property Checklist

## Kitchen

M B H

- Fire extinguisher (1A 10BC) required
- At least one electric duplex outlet
- Adequate hot & cold water
- All plumbing in working order / no leaks
- Kitchen sink connected to sanitary sewer
- Working stove, oven and refrigerator

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Windows

M B H

- No broken / cracked glass
- Openable with screens provided
- Frame free of cracked, chipped, or peeling paint and weather tight.

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Bathroom #1

M B H

- Tub / shower properly installed and in good repair
- Sink properly installed / no leaks
- Operable window or vent fan
- Adequate hot and cold water
- No plumbing leaks

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## General Interior Condition

- Good** - no major deficiencies
- Fair** - few deficiencies / requires correction
- Poor** - multiple deficiencies representing a hazard to Health / Safety / Welfare of occupants

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Doors

M B H

- Secure / fits frame
- Entry doors shall not contain double-keyed dead-bolt locks

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Bathroom #2

M B H

- Tub / shower properly installed and in good repair
- Sink properly installed / no leaks
- Operable window or vent fan
- Adequate hot and cold water
- No plumbing leaks

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Rental Property Checklist

## Electrical, Mechanical and Plumbing

### Electrical

M B H

- Fixtures must be intact and properly functioning
- All 3 prong outlets properly grounded
- Cover plates on all outlets / switches and junction boxes
- All wiring intact and maintained
- Adequate electrical service

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Mechanical

M B H

- Heating / fuel burning appliance properly installed and operational year around
- Maintain 68 degrees (F) at 3 feet above floor throughout dwelling
- Temporary heating devices shall not be used as a primary heat source
- 
- 

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Plumbing

- Adequate hot and cold running water provided to all sinks and tubs
- Water heater properly installed with pressure valve and discharge pipe
- Drain tile sumps shall not discharge into the sanitary sewer

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- All household drains must be connected to sanitary sewer
- No leaking faucets, fixtures or pipes
- 

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Items checked above must be repaired prior to receiving certification for occupancy of a rental dwelling unit within the City of White Cloud.



Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

I certify that the rental property at: \_\_\_\_\_  
Insert Street Address  
was inspected and found to be in compliance with the minimum requirements of the City of White Cloud Rental Unit Regulation Ordinance.

\_\_\_\_\_  
Inspector Signature Date: \_\_\_\_\_