

Tips to Pass Your Annual Inspection

Rental property inspections focus primarily on safety issues that could adversely affect the tenants/occupants. While the focus will be on the items listed below, any issues observed during an inspection that could contribute to adverse conditions may also be noted in the inspection report. These might include suggested improvements, deterioration, or inoperable items. Although only safety issues will be cited as “Repair Items” and will require resolutions.

*All public utilities such as water, heat, and electricity must be in operation. *

Doors and Windows

- The windows must not be damaged or missing.
- All ground floor windows must have locks.
- All doors leading outside must have locks and deadbolts.

Flooring, Ceilings, and Walls

- The flooring, walls and ceilings must not have any serious defects such as serious bulging, sagging, large cracks, loose surface, or other major damages.
- The flooring must not have any serious damage and cracks that will cause someone to trip and fall.
- The interior walls of the property must not have chipping or peeling paint.

Plumbing and Sanitation

- The property must have a fixed water basin, flushing toilet and shower/bathtub.
- There must be no plumbing or water leaks.
- There must be hot and cold running in both the kitchen and bathroom(s).
- All bathrooms must have either a window or exhaust fan.

Lighting and Electrical Fixtures

- There must be at least 1 working light each in the kitchen and bathroom.
- All light fixtures must have light bulbs and light shields.
- All electrical outlets must be working and have cover plates.
- There must be a working heating system for the property.

Structural and Fire Safety

- There must be a working smoke detector for every rental and on every story of the property.
Failure to have a properly working smoke alarm(s), carbon monoxide detector(s), and fire extinguisher(s) if required will result in a 24-hour violation.
- All stairs and railings must be secure.

- If you own a rental property – the walkways, porches, lifts, and other common areas must be property maintained to avoid tenant injury.

We reserve the ability to update and edit this list at any time

NOTES:

Required Repairs:

Passed Rental Inspection: Yes No (please circle one)

Follow up Inspection Required: Yes No (please circle one)

Recommended Repairs: (not required to pass inspection)

Inspector Signature

Date

Inspection Certification is valid for 3 calendar years