

# RENTAL PROPERTY PRE-INSPECTION CHECKLIST

(Including, but not limited to the following)

## EXTERIOR CHECKLIST

- Address posted (3" visible from street)
- Electrical fixtures in good repair, properly lit
- Outside outlets GFI protected
- Waste Container clean / lids closed
- No outside storage of items
- No litter, junk or debris
- Parking on approved surfaces
- No inoperable vehicles, unlicensed or no current village sticker
- Fence in good repair
- Grass and weeds under 8", properly maintained
- Sidewalks free of hazards
- Parking area in proper state of repair, wheel stops
- Basement hatchways—maintained to prevent entrance of rodents, rain and surface drainage water.
- Dryer vents closure flaps in good repair.

## WALLS

- Mortar good repair, tuck pointing good condition
- Surface intact
- Soffit and fascia in good repair
- Wood surfaces protected from weather wear
- Metal surface protected
- No peeling paint
- No graffiti

## ROOF

- Free from leaks
- Shingles in good repair
- Chimney and vents in good repair

## GUTTERS AND DOWNSPOUTS

- In good repair
- Free of obstructions, draining properly
- Directed away from the building and neighboring property

## BALCONIES

- Surfaces properly sealed
- Railing proper height, spacing and structure

## STAIRS

- Good repair
- Evenly spaced
- Handrails at 4 or more steps and secured

## DOORS

- Trim secure and undamaged
- Secured hinges and locks

## INTERIOR COMMON AREAS

- Well lit, lighting on during day
- Carpet in good repair, no trip hazards
- Clear, clean
- Stairway railings secure, spaced to code
- Electrical panel accessible to tenants, properly labeled
- Fire Extinguishers as required
- Smoke Detectors at top of stairwell

## LAUNDRY/UTILITY AREA

- Laundry tub outlets GFI protected

## INTERIOR CHECKLIST

### **DOOR HARDWARE & DETECTORS**

Proper Door Hardware

Deadbolts KEYLESS from side of egress

Smoke Detector (15' of sleeping area)

Smoke Detector IN EACH BEDROOM

CARBON monoxide detector (15' of sleeping area)

### **FLOORS**

Sound, good condition, no trip hazards

### **WALLS**

No Cracks/Holes

No Flaking, peeling paint

### **ELECTRICAL**

Outlets in good repair, functional

Light fixtures in good repair

GFI outlets for kitchen countertop appliances

GFI outlets for bathroom

Bathroom has openable window or exhaust fan

Electrical boxes labeled

### **PLUMBING**

No leaking/dripping faucets / pipes functional

No faucet lower than top of tub / basin rim

### **WINDOWS**

Glass in good condition

Easily openable and capable of being held in

Screens of not less than 16 mesh per inch

### **BALCONIES**

Sound, good repair, properly sealed