

**RENTAL PRE-INSPECTION CHECKLIST**

	Yes	No		Notes
<b>Mechanical/Electrical</b>				
1			Furnace and chimney have been serviced/inspected within the last year	
2			Furnace flue pipe has no visible holes or corrosion and is tightly sealed at the chimney connection using an approved material	
3			Heat is available to tenants October 1 through May 15	
4			Electric panel box is completely labeled and cover is in place	
5			Fuses in fuse box are "S"-type	
6			Water heater is not leaking and has proper down tube (copper or CPVC)	
<b>Laundry Area</b>				
7			Washing machine is plugged into a grounded receptacle	
8			Dryer is vented to the exterior with a rigid or flexible-rigid metal dryer vent	
<b>Kitchen</b>				
9			2 ½ lb. minimum, ABC-type fire extinguisher inspected or new within the past year and mounted in a visible location	
10			Faucets and drains are free of leaks	
<b>Bedrooms</b>				
11			A functioning smoke alarm is located in each sleeping room	
12			Basements meet egress requirements. All windows are operational and not obstructed by furniture or other items	
<b>Bathrooms</b>				
13			Contains a functioning GFCI receptacle	
14			Exhaust fan is operational or bathroom has an openable window	
15			Faucets, drains, and toilets are free of leaks	
16			Walls, ceilings, and surfaces are free of mold and mildew	
<b>Stairways (Interior &amp; Exterior)</b>				
17			All stairways with more than four risers have a graspable handrail (1 ¼- 2 5/8 " diameter)	
18			Guardrail spacing does not exceed a maximum of four inches	
19			Stairways are not obstructed	
<b>General</b>				
20			Fireplace chimney inspected within the past year, if used by tenants	
21			Any habitable space on the 3 <sup>rd</sup> floor or higher has access to 2 approved exits	
22			Grounded (3-prong) appliances are not plugged into ungrounded (2-prong) receptacles	
23			A functioning smoke alarm is located on every floor of the dwelling unit and in each sleeping room. All smoke alarms must be interconnected. <i>Smoke alarms in new rental properties must be electric with battery backup</i>	
24			Battery-powered smoke alarms are tamper resistant (existing rentals only)	
25			Functioning carbon monoxide alarms are properly located, if required	
26			Screens are in at least one window in every habitable room (May 15 through October 1) and not torn or loose	
27			Property is maintained in a clean and sanitary manner	
28			All interior door locks operate without keys or special tools	
29			Extension cords are not run under rugs, doorways, or through windows	
30			Closet lights must be approved-type fixtures	
31			Ceilings are free of tapestries and other combustible fabrics	
<b>Exterior</b>				
32			All gutters, downspouts, and shingles are intact and securely mounted	
33			Exterior is free of refuse and sidewalks are free of obstructions	
34			House number is clearly visible from the street. Numbers must be at least 4" in height	
35			Exterior is free of peeling paint and penetrations	
36			Covered porches are free of upholstered furniture and storage	

**NOTE: This checklist is for reference purposes only and is not a complete list of all items checked during routine inspection. In addition, not all of the items listed above may apply to every rental property. This information may be used to prepare for inspection or for tenant move-in. Any "no" item should be addressed when identified.**