

Rental Housing Inspection Checklist

Basic Requirements for Certificate of Compliance



All Rooms	
Life Safety Requirements	✓
The unit is free of any exposed wiring.	
At least one (1) window per room opens and closes properly.	
Quality of Life Requirements	✓
All electrical and switch covers are present, secure, and free from cracks.	
All windows are free from cracks and missing/broken panes.	
All windows on the ground level can be locked and secured.	
Doors leading to the exterior are weatherstripped and fitted with locks.	
All ceilings are sound, intact, and free from defects.	
All floors are sound, intact, and free from defects.	
All walls are sound, intact, and free from defects.	
All painted surfaces are free of deteriorated (chipped, peeling, or cracking) paint.	
All floors are free from tripping hazards, such as torn linoleum or carpeting	
All closet doors have the proper hardware and are hung properly so that they do not fall.	
All rooms are free of any other potentially hazardous features.	



General Requirements

Life Safety Requirements



A working smoke detector is installed on each level of the dwelling unit and in each bedroom.	
When gas-fired appliances are used, carbon monoxide detectors are installed on each level of the dwelling unit.	
Dwelling units are free of pests, insects, rodents, and vermin.	
A handrail needs to be present when there are four (4) or more risers on the exterior or interior of the unit.	
All stairwells (interior and exterior) must be free from loose, broken, or missing steps. Stairwells will be reviewed for visual evidence of structural failure or lack of structural integrity.	
The dwelling unit is free from air pollutants (mold, sewer gas, natural gas, etc.)	
All elevators have up-to-date certifications.	
A safe, continuous, and unobstructed path of egress exists from any point in a building to the public way.	
Indoor storage is safe and sanitary; does not block doors, windows, or stairways. No flammable liquids are stored inside.	
All utilities (water, gas, electric) are turned on.	
All units must be connected to the public sanitary sewer and water service in accordance with city standards.	
All basement bedrooms have at least one form of egress AND one emergency escape window with minimum dimensions of 20 inches by 24 inches.	

Quality of Life Requirements



Dwelling units are free from the accumulation of garbage and debris.	
Guardrail openings must be 4" or less and are required where stairs or a drop is greater than 30".	
All inoperable appliances have been removed from the dwelling unit.	



Kitchen

Quality of Life Requirements



All dwelling units have proper ventilation (hood vent or window).

All kitchen appliances provided by the landlord must function properly.

The sinks provide hot and cold running water, are free of leaks, and drain properly.

Bathrooms

Quality of Life Requirements



The toilet operates, is secure to the floor, and free of leaks.

The sink, washbasin, and shower must provide hot and cold running water, be free of leaks, and drain properly.

Every bath or toilet area must have a fan vented to the outside or an operable window.

All plumbing must be sealed.

All plumbing fixtures must be installed and maintained in working order, free from obstructions, leaks, or defects. Sufficient volume and water pressure must be supplied to ensure proper function of these fixtures.

All toilets must have lids.

Basement toilets must be properly vented to the outside and enclosed for privacy.

All faucet fixtures must be in working condition.



Heating Equipment/Air Conditioning

Life Safety Requirements		✓
All heating equipment is capable of maintaining 68 degrees without the use of space heaters.		
All window air conditioning units are secure.		
Quality of Life Requirements		✓
The unit is free from unvented fuel burning space heaters or any other unsafe heating conditions.		
All vents and ductwork are installed and maintained in working order, free from obstructions, leaks, or defects.		
If the furnace is located in a closet, the doors need to be vented (gas water heaters or furnaces are not allowed in bedroom closets).		

Water Heater

Life Safety Requirements		✓
All flame shields (cover plates) are in place and properly installed.		
Quality of Life Requirements		✓
The water heater and associated piping is free from leaks or corrosion.		
The pressure relief valve is free from leaks and has a discharge pipe that extends approximately six inches from the floor.		
The flue pipe is installed and properly sealed.		



Laundry Room

Life Safety Requirements



The dryer is installed and vented per manufacturer specifications.

Quality of Life Requirements



The laundry area is free of hazardous accumulation of lint and debris.

Exterior of Building

General Requirement



Private electric service lines are free from hazards (i.e. tree limbs).

Quality of Life Requirements



All exterior vents must have operable vent hoods free from debris or damage.

All gutters and downspouts are functional and secured.

