



Rental Housing Inspections Program Self-Certification Checklist

Inspection Date: _____

Rental Property Address/Name _____

ITEMS	YES	NO (if no, please explain)	DOES NOT APPLY
Exterior and Common Areas			
Building			
Foundations are in good solid condition			
Exterior paint on all exterior structures shows minimal disrepair			
Exterior walls are free of major cracks and erosion			
Walkways & retaining walls are safe & in good condition			
Roofs are in good repair & gutters/downspouts are not clogged			
Stairs, decks, guardrails & handrails are in good condition with no rotting material and are safely fastened			
Exterior lighting is in good working order			
Electrical service panels, meters and enclosures are in good condition			
Garage/carport are in good condition			
Street address numbers are visible on the building & at least 4" in height.			
Doors and Locks			
Entry doors are equipped with locks. All doors and locks are in working order and open/close properly.			
Exiting (in shared hallways)			
Exits are clear and unobstructed all the way to the public right of way			
All 'EXIT' signs are clearly visible			
Fire doors are operable and in good condition			
Garbage/Recycling Materials			
Garbage service and sufficient garbage containers are provided on site.			
Laundry Rooms			
Interiors are clean and facilities are maintained in good condition in shared laundry facilities			
All dryer venting is intact & properly vented			
Pools			
Swimming pool gates and enclosures are in compliance			
Exterior			
Driveways and parking areas are in good condition			
Property has no open or unsecured excavation, hole, pond and/or other dangerous property condition that is not properly secured.			
Property is free of wrecked, disabled, inoperative vehicles, discarded furniture or other household equipment, litter, garbage or refuse.			
Property exterior is free of stored construction materials and furniture manufactured for indoor use.			
Sewer			
Cleanout lines are unobstructed and in good condition			

Windows			
Windows and window panes are intact, unbroken and not cracked			
Windows are equipped with proper locking device			
Window screens are in good condition			
All windows are operable and open completely (including egress)			
Interior Areas			
Interior rooms (all)			
Sheetrock on walls and ceilings are free of holes and in good condition.			
All walls are free of dirt, mold, stains, cracked/peeling paint, cracked/loose plaster, or other defective surface condition.			
Floor covering is free of trip hazards			
Electrical outlets & light switches are functional and have cover plates			
GFCI's properly installed in kitchen & bath and in working condition			
Switched lighting fixture in kitchen, bath, laundry, & furnace room is present and operational			
Stove burners and oven works safely with functioning knobs & gas oven are free of a gaseous odor			
All landlord owned appliances are in working order			
Sink, bathtub, toilets & faucets drain properly and are free from leakage			
Exhaust fan in working order (required if no window in bathroom)			
Interior doors in place, properly working with correct hardware			
Fire & Health Safety			
Carbon monoxide alarms are located within 15 feet of every sleeping room			
Smoke detectors are installed in hallways and in each sleeping room			
All smoke detectors are in working order and are inspected annually			
Annual carbon monoxide test by a mechanical contractor is required for furnaces 15 years or older			
Fire extinguishers are provided and installed according to the State Fire Codes in shared hallways			
Other Important Items			
Electrical System Requirements			
Use of extension cords and electrical adapters are not overloading the circuit			
Illegal, unsafe, or bare wiring and/or extension cords have been removed			
Weather resistant outlet covers are in place and working properly			
If the building was constructed in 1960 or earlier: the fuses in the panel box that serves each unit is rated at least 15 amps			
Sub-panels are labeled and breakers are in proper working condition			
NOTE: If the fuses are greater than 15 amps and the unit was built in 1960 or before, and electrical danger is present unless the wiring has been updated. The Village strongly recommends that you contact an electrician if you are not sure about the proper fuses for the building or units.			
Plumbing and Mechanical Requirements			
Electrical or gas heaters are functioning properly.			
If there is a high pressure gas boiler system, the boiler is working properly			
Water heater in working order supplying water at a minimum of 115°			
Water heater has a working temperature and pressure relief valve including a proper drain line on the pressure relief valve.			
Gas lines have shut off valves at the appliance connection. All service gas lines are free of leaks.			
Vent pipes that serve gas heating appliances are terminated above the roofline with vent caps. (Direct vent heaters are exempt)			
Vector (Insects, rodents and other pests)			
Property is free of infestations			