

2008 Rental Dwelling Inspection Guide

Please use this checklist as a tool to assist in successful compliance. The scope of the inspection is not limited to the items listed.

- All smoke detectors shall be maintained and operable at all times.
- All carbon monoxide detectors shall be maintained and operable at all times.
- A current boiler certificate from the Office of the State Fire Marshal shall be posted in the utility room.
- Building front/rear doors shall latch and lock (*w/auto closure*), and be weather-tight.
- All sliding doors and windows shall be weather-tight.
- All chimneys must have a screened cap.
- All interior/exterior lights must be operable.
- All windows/sliding doors must have intact screens.
- Only outdoor furniture and plants are permitted on balconies. **No BBQ grills permitted.** (*See Fire District Notice*).
- All exterior surfaces must be maintained, including painted surfaces, gutters and downspouts.
- Building address numbers shall be clearly posted on the front/rear of each building, or visible from the road *and/or* parking lot.
- The roof shall be maintained so as not to allow any water/moisture penetration.
- All balconies shall be structurally sound with code compliant guardrails.
- All door/window hardware shall be in good repair.
- All interior wall/ceilings surfaces shall be clean, painted and in good repair.
- All non-carpeted interior floors shall be clean and sanitary, (*without missing tiles*).
- All carpeted interior floors must be clean, (*without rips, tears or excessive wear*).
- All air conditioner openings to outside shall have metal grills.
- All appliances must be clean, operable and in good repair.
- The main boiler and water heater must be operable, properly vented, leak free and supplied by rigid black pipe with shut off and drip leg for each appliance. (***No flexible connectors***).
- The utility room must have a code compliant source of combustion air, and locked door.
- All units and common areas shall be free of any insect or vermin infestation. (*A contract with a licensed exterminator may be required*).
- All plumbing must be maintained and intact without leaks. All faucets must be maintained in good repair.
- Bathroom fixtures, tile, mirrors, cabinets and vanities must be maintained and in good repair.
- Kitchen tile, backsplash, fixtures, counters, drawers and cabinets must be maintained and in good repair.
- All interior habitable spaces must be maintained at a minimum of 68° F. at all times.
- Common area fire extinguishers, (2A10BC), must be properly mounted with current inspection tags.
- Maximum occupancy permitted for one (1) bedroom apartments is three (3), and for two (2) bedroom apartments is five (5). (This number includes infants and children).
- **No** combustibile storage or closets permitted under stairs.