

Please use this checklist in preparing your rental property for your next inspection. By complying with all the applicable items listed, you may avoid the inconvenience of a second inspection.

**PROPERTY ADDRESS**

**GENERAL:**

- Y N NA 1) Are all appliances working properly?
- Y N NA 2) Are all chimney plate covers sealed?
- Y N NA 3) Are all clothes dryers, which are vented indoors, filtered to capture lint?
- Y N NA 4) Are all walls & ceilings in good condition, including closets: holes, cracks, deterioration, damage, or buckled areas, exposed lath, wallpaper peeling, paint peeling, mildew, water stains, water damage?
- Y N NA 5) Are there any unsanitary conditions/health hazards: improperly stored trash, foul odors, etc.?
- Y N NA 6) Do all plumbing fixtures work properly?
- Y N NA 7) Do all water & drainpipes work properly?
- Y N NA 8) Do the hot water heater relief valves extend downward?
- Y N NA 9) Is all repair work painted over?
- Y N NA 10) Is an adequate, permanent, fixed form of heat provided to all habitable space? Portable heaters are prohibited.
- Y N NA 11) Is an easily accessible gas shut-off valve provided close to every gas appliance and gas outlet?
- Y N NA 12) Is the cellar used for utility purposes only?
- Y N NA 13) Is trash stored in sturdy receptacles with tight fitting covers?
- Y N NA 14) Are all clothes dryers which are vented indoors, filtered to capture lint?

**BATHROOMS:**

- Y N NA 15) Are faucets dripping?
- Y N NA 16) Is tub caulking deteriorated, missing, or mildewed?
- Y N NA 17) Is ventilation provided?

**ALL STAIRCASES:**

- Y N NA 18) Are handrails & railings secure?
- Y N NA 19) Are stairs, landings, & fire escapes clear of stored items & tripping hazards?
- Y N NA 20) Do railings have missing spindles?
- Y N NA 21) Have handrails?

**DOORS:**

- Y N NA 22) Are all exit doors from dwelling units equipped with a locking device which is securable by means of a key from the outside & with a simple type of releasing device on the inside?
- Y N NA 23) Are doors & doorways in good condition: doors, jambs, saddles, molding, hardware, etc.?
- Y N NA 24) Are there hasp type locks & hardware on any doors?
- Y N NA 25) Do all doors open & close easily?
- Y N NA 26) In each dwelling unit housing 3 or more unrelated individuals, is each bedroom door equipped with a lock which is securable by means of a key from the outside with a simple type of releasing device on the inside?

**COMMON HALL & CELLAR DOORS:**

- Y N NA 27) Are self-closers provided & operational?
- Y N NA 28) Are self-closing doors kept in closed position?

**SMOKE DETECTORS:**

- Y N NA 29) Are all smoke detector covers provided & closed?
- Y N NA 30) Are all smoke detectors located to manufacturer's specifications?
- Y N NA 31) Are all smoke detectors operative?
- Y N NA 32) Are all smoke detectors secured to ceiling/wall?
- Y N NA 33) If the building contains 3 or more dwelling units, are interconnected detectors installed in each common passageway on each floor & in the cellar or basement?
- Y N NA 34) If the building is a 1 or a 2 family rental structure, is a smoke detector, which is clearly audible throughout the structure, installed in the cellar or basement?
- Y N NA 35) If the dwelling unit is occupied by 3 or more unrelated individuals, is a smoke detector installed in each sleeping room?
- Y N NA 36) If the structure contains a rooming house type occupancy or 2 or more dwelling units, is at least 1 detector, the alarm of which is clearly audible throughout the structure, installed in each common passageway on each floor?
- Y N NA 37) Is a smoke detector provided in owner occupied dwelling unit(s)?
- Y N NA 38) Is there a smoke detector installed in each dwelling unit?

**FIRE SAFETY:**

- Y N NA 39) Are all fire extinguishers charged?
- Y N NA 40) Are all flammables on site stored in UL approved storage unit or fire rated enclosure?
- Y N NA 41) Are all openings in ceilings & walls around, ducts, pipes, & wires sealed with a fire-resistive material?
- Y N NA 42) Are basement & cellar stairways separated from stairways leading from upper stories, at the grade level story, by walls & ceilings having a fire-resistance rating of at least ¾ hour, & self-closing doors?
- Y N NA 43) Are unused chimney flue pipe openings sealed?
- Y N NA 44) Do all public halls and stairways have walls & ceilings that have a fire resistance rating of at least ¾ hour?
- Y N NA 45) Does the interior finish in all enclosed exits have a flame spread rating of not more than 75?
- Y N NA 46) If a garage is attached to a building containing 1 or 2 dwelling units, is it separated from the residential portion of the building by construction capable of preventing the passage of fumes & vapors & having a fire-resistance rating of ½ hour?
- Y N NA 47) If a garage is attached to a building containing a multiple dwelling, is it separated from the residential portion of the building by construction capable of preventing the passage of fumes & vapors & having a fire-resistance rating of at least 1 hour?
- Y N NA 48) If the building is of mixed occupancy, is the nonresidential space separated from the residential space by fire separations that have a fire-resistance rating of at least 1 hour?
- Y N NA 49) Is ¾ hour fire-rated construction provided to ceilings & walls to separate dwelling units?
- Y N NA 50) Is a 5 lb. ABC fire extinguisher provided?
- Y N NA 51) Is any egress reduced or obstructed by stored items?
- Y N NA 52) Is there an excessive amount of loose wallpaper or fabric being used as wall &/or ceiling covering?
- Y N NA 53) Is there an excessive amount of stored combustibles anywhere?

**ELECTRICAL:**

- Y N NA 54) Are all electrical receptacles working properly?
- Y N NA 55) Are all stairs provided with electrical lights to allow safe ascent & descent?
- Y N NA 56) Are any electrical receptacle covers missing or damaged?
- Y N NA 57) Are electrical extension cords in use?
- Y N NA 58) Are there any electrical switch plate covers missing or damaged?
- Y N NA 59) Are there any exposed electrical wires?
- Y N NA 60) Are there any open electrical junction boxes?
- Y N NA 61) Do all lights & electrical switches work properly?
- Y N NA 62) Do all tenants have access to panel boxes?
- Y N NA 63) Is there clear access to electrical panel boxes?

**EXTERIOR:**

- Y N NA 64) Are all barbecues removed from porches?
- Y N NA 65) Are all exterior doors, windows, skylights, & similar openings weather tight?
- Y N NA 66) Are all exterior stairs, porches, entrance platforms, fire escapes, & their railings safe?
- Y N NA 67) Are all gutters maintained?
- Y N NA 68) Does the roof leak?
- Y N NA 69) Are there any cracked, broken, or missing windows?
- Y N NA 70) Are there any deteriorated areas in the foundation or Parging?
- Y N NA 71) Are there any soffits or facias missing, damaged, or deteriorated?
- Y N NA 72) Are there any unlicensed vehicles on the site?
- Y N NA 73) Are there potholes in the driveway?
- Y N NA 74) Does the chimney need pointing?
- Y N NA 75) Is all exposed wood, which is not inherently resistant to deterioration, painted or otherwise protected?
- Y N NA 76) Is all interior furniture removed from all exterior areas?
- Y N NA 77) Is the garage accessible to tenants?
- Y N NA 78) Is the lawn mowed?
- Y N NA 79) Is the sidewalk clear of ice and snow?
- Y N NA 80) Is there any paint peeling?
- Y N NA 81) Is there any siding or clapboard missing, damaged, or deteriorated?
- Y N NA 82) Are the leaves raked?
- Y N NA 83) Are retaining walls and fences in good condition?