

# RENTAL PROPERTY PRE-INSPECTION CHECKLIST

(Including, but not limited to the following)

## EXTERIOR CHECKLIST

- Address posted (3" & visible from street)
- Electrical fixtures in good repair, properly lit
- Outside outlets GFI protected
- Waste container clean/lids closed
- No outside storage of items.
- No litter, junk or debris
- Parking on approved surfaces
- No inoperable vehicles, unlicensed or no current Village sticker
- Fence in good repair
- Grass and weeds under 4" properly maintained
- Sidewalks free of hazards
- Parking area in proper state of repair, wheel stops
- Basement hatchways—maintained to prevent the entrance of rodents, rain and surface drainage water.
- Dryer vents closure flaps in good repair

## WALLS

- Mortar good repair, tuck pointing good condition
- Surface intact
- Soffit and fascia in good repair
- Wood surfaces protected from weather wear
- Metal surface protected
- No peeling paint
- No graffiti

## ROOF

- Free from leaks
- Shingles in good repair
- Chimney & vents in good repair

## GUTTERS & DOWNSPOUTS

- In good repair
- Free of obstructions, draining properly
- Directed away from the building and neighboring property

## BALCONIES

- Surfaces properly sealed
- Railing proper height, spacing and structure

## STAIRS

- Good repair
- Evenly spaced
- Handrails at 4 or more steps and secured

## DOORS

- Trim secure and undamaged
- Secured hinges & locks

## INTERIOR COMMON AREAS

- Well lit, lighting on during day
- Carpet in good repair, no trip hazards
- Clear, clean
- Stairway railings secure, spaced to code
- Electrical panel accessible to tenants, properly labeled
- Fire Extinguishers as required
- Smoke Detector at top of stairwell

## LAUNDRY / UTILITY AREA

- Laundry tub outlets GFI protected

## INTERIOR RENTAL UNIT CHECKLIST

### **DOOR HARDWARE & DETECTORS**

Proper door hardware

Deadbolts KEYLESS from side of egress

SMOKE detector (15' of sleeping areas)

SMOKE detector IN EACH BEDROOM

CARBON monoxide detector  
(15' of sleeping areas)

### **FLOORS**

Sound, good condition, no trip hazards

### **WALLS**

No Cracks/holes

No Flaking, peeling paint

### **ELECTRICAL**

Outlets in good repair, functional

Light fixtures in good repair

**GFI** outlets for **kitchen**  
countertop appliances

**GFI** outlets for **bathroom**

**Bathroom** has openable window OR exhaust fan

Electrical boxes labeled

### **PLUMBING**

No leaking/dripping faucets/pipes-functional

No faucet lower than top of tub/basin rim

### **WINDOWS**

Glass in good condition

Easily openable and capable of being held in position by window hardware, secure locks

Screens of not less than 16 mesh per inch

### **BALCONIES**

Sound, good repair, properly sealed

Limited storage, no barbecues

