

Rental Property Inspection Checklist



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The following is a sample list of items the Code Official will check when an inspection is made. It is recommended you review this list and conduct your own inspection prior to the rental inspection.

- o All utilities (electric, gas, and water) must be turned on and operational prior to the time of scheduled inspection.
- o Rental units are to be vacant and cleaned at time of inspection.
- o The owner, authorized agent / (person), or authorized individual of record must be present at the time of the inspection (Contractors, potential tenants or pets are not to be in the rental unit at the time of inspection).
- o The property owner or representative is responsible for providing access to all meters, HVAC units or water heaters or any other appliance that may not be easily accessible for inspection.

Exterior of Rental Unit

- o The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.
- o The address numbers must be plainly legible and visible from the street and must be attached to the building structure. (Numbers shall be a min. 4" high with a min. stroke 0.5").
- o The exterior walls shall be free from holes, breaks and loose rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration. All exterior surface coatings must be maintained in safe condition.
- o The steps, decks, and landings must be in safe condition and up to code requirements.
- o Handrails and guards must be firmly fastened and capable of supporting normally imposed loads, and maintained in safe condition.
- o Balconies, porches and landings, 30 inches or more above grade, require guardrails.
- o Fences must be in good repair, and gates and openings operational
- o Sidewalks, walkways and driveways must be in safe condition.
- o Gutters and/or downspouts shall be in a good state of repair and directing rainwater away from the structure.
- o Foundation must be structurally sound, kept in good condition to prevent the entry of rodents and other pests.
- o The yard shall be free of junk, trash and/or debris.
- o No indoor items shall be stored outside. (Furniture, refrigerators, etc.)
- o Exterior property areas must be properly maintained from weeds and plant growth.
- o Swimming pools shall be maintained in a clean and sanitary condition and in good repair, properly permitted.
- o Premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon
- o Inoperable or unlicensed motor vehicles or vehicles in a state of major disassembly, disrepair or being stripped or dismantled shall not be parked, kept or stored on any premises, unless work is being done in an enclosed structure designed and approved for such purposes.

Accessory Structures

- o Accessory structures, including detached garages, sheds, fences, and walls shall be maintained structurally sound and in good repair.

Sanitation

- o Exterior property and interior premises shall be maintained in a clean, safe and sanitary condition, fit for human occupancy.
- o The interior of the premises and exterior property areas shall be kept free from rodent harborage and any type of infestation.
- o No mold, mildew or any type of discoloration shall be visible in a residence.

Entrance and Exit(s)

- o Egress lighting must be present and working properly.
- o Stairs coming into unit should have handrails, balusters, treads and risers in safe condition.

Exterior Doors

- o Doors providing access to a dwelling that have been rented or leased shall be equipped with a deadbolt lock designed to be readily openable, from the side from which egress is to be made without the need for keys, special knowledge or effort, and shall have a minimum lock throw of 1 inch (25mm).
- o Exterior doors shall be kept in sound condition, good repair and weather tight. Hardware shall be maintained in good condition.
- o Storm doors or screen doors shall be in good condition and operate properly and shall have a self-closing device in good working condition.

Windows

- o Windows shall be weather tight, easily opened and closed and shall be capable of being held in position by its original window hardware.
- o There can be no broken or cracked windows.
- o Required operable windows shall have window sash locking devices in good working order.
- o Operable windows shall be supplied with screens tightly fitted without rips, tears or holes.
- o Every approved sleeping area shall have an approved operable window per code requirements.

Throughout the Dwelling

- o Floors, floor coverings and carpets must be clean, in good condition and not create any hazards.
- o All vents, registers and grills thru out the unit must be clean and functioning properly.
- o All Penetrations (vertical & horizontal) in cabinets, vanities, ceilings and walls must be sealed with approved materials.
- o Doors must operate correctly, and must have approved locks in good working condition, where needed (bedrooms & bathrooms Interior locking door knobs required)
- o Unit must be free of loose, flaking and/or chipping paint.
- o Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot and cold running water, and must maintain good water pressure.

Throughout the Dwelling (Cont.)

- o Plumbing fixtures shall be properly installed, free from leaks and defects, and shall be maintained in a safe, sanitary and functional condition (faucets, drains, tubs, showers, toilets, etc.)
- o Permanently installed light fixtures are required in kitchen and bathrooms

Stairways

- o Stairways should have proper lighting.
- o Handrails and guards shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

Kitchen

- o Appliances in the home at time of inspection must operate correctly per manufacturer's instructions. Appliances must also be clean and sanitary. Ranges or stoves / ovens and refrigerators are required items for rental units and must be present at time of inspection.
- o Ranges or Stove / oven shall have anti-tilt bracket installed.
- o Permanently installed light fixtures are required.
- o Garbage disposal should be in good working order and connected properly to electrical source and grommet must be in good condition. (Tie up electrical wire under cabinet, Leave a drip loop)
- o Any kitchen receptacles shall be free of all obstructions

Bathrooms

- o Floor must be maintained in safe condition.
- o Permanently installed light fixture is required.
- o Bathroom requires operable window or mechanical ventilation.
- o Bathroom outlets to be GFI protected and properly working.
- o Doors should close properly, entry door should have an interior locking door knob in good working condition.
- o Sink drains and tub drains must operate correctly, and have stoppers supplied in properly working condition.

Bedrooms

- o Doors should close properly, entry door should have an interior locking door knob in good working condition.
- o Windows in bedroom(s) should be in good working order.
- o Bedrooms should have proper floor coverings in good repair (carpet, etc.).
- o Accessories should be in good condition and installed properly. (Shelving, etc.)

Smoke Alarms

- o Rental units shall have approved and properly operating smoke alarms, located on each additional story (floor) of the dwelling unit, including the basements and habitable attics. They must be located in each sleeping room, & outside each separate sleeping area in the immediate vicinity of the bedrooms.
- o Smoke alarms that receive their primary power from the building wiring where such wiring is served from a commercial source and, where primary power is interrupted shall receive power from a battery. These units must be hardwired, interconnected and battery backup where equipped. Units to be installed per adopted codes and manufacturer's installation instructions.

Smoke Alarms cont.

- o Common halls and stairways must be equipped with smoke alarms.

Carbon Monoxide Alarm(s)

- o Carbon monoxide alarms shall be installed outside of each separate sleeping area in the immediate vicinity of the sleeping area. Units to be installed per adopted codes and per the manufacturer's installation instructions.
- o Units that are to be installed outside of each separate sleeping area in the immediate vicinity of the sleeping rooms, that receive their primary power from the building wiring where such wiring is served from a commercial source and, where primary power is interrupted shall receive power from a battery. A Combination carbon monoxide & smoke alarm(s) shall be installed where equipped with such wiring (Hardwired). Units to be installed per adopted codes and per the manufacturer's installation instructions.
- o In units where the smoke alarm that are located in the immediate vicinity of the sleeping rooms does not receive its primary power from the building wiring where such wiring is served from a commercial source, a separate battery operated only, carbon monoxide alarm shall be installed, along with the required smoke alarm. A dual carbon monoxide & smoke alarm combo unit may be installed. Units to be installed per adopted codes and the manufacturer's installation instructions. (A Plug in wall electrical outlet type of carbon monoxide detector not is not permitted.)
- o Where a fuel burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom. (If the units smoke alarms receive their primary power from the building wiring where such wiring is served from a commercial source, a combination carbon monoxide & smoke alarm shall be installed. Units to be installed per adopted codes and the manufacturer's installation instructions. (A Plug in wall electrical outlet type of carbon monoxide detector not is not permitted.)

Fire Extinguishers

- o Fire extinguishers are required in each rental unit, located in the vicinity of the kitchen area and easily accessible and in proper operating condition. Fire extinguisher must be labeled "A-B-C." (Check expiration date if available)

Sprinkler System

- o If equipped, sprinklers heads must be free from obstruction and in proper working order

Mechanical

- o Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms, bathrooms & toilet rooms. (IPMC 602.3)
- o Heating facilities must be operating properly, properly vented and connected with all safety devices present and functioning. Filter(s) must be clean.
- o Mechanical appliances shall be properly installed and maintained and shall be capable of performing the intended function
- o Water heater must be working properly, have an approved pressure-temperature relief valve, and discharge tube of approved materials, extending a maximum of 6" from the floor. Unit must be properly vented, and show no signs of leaking.
- o Joints must be sealed. Exhaust vents must be connected using sheet metal screws, and tape rated for application.
- o Drain pan must be in place and properly hooked up when new water heater has been installed where damage can occur. Required if on 2nd floor or above (Installed per building & plumbing code requirements)

Electrical

- o There must be a sufficient number of electrical outlets and lights. All GFI outlets in unit must operate correctly.
- o Electrical switches and outlets must work properly in the way they were intended.
- o Extension cords may not be used for permanent wiring.
- o All outlet and switch cover plates must be in place and in good condition.
- o Must not have any open wires or electrical boxes.
- o Electrical panel shall be properly marked and labeled.
- o All Blank circuits in panel must be covered.
- o A Lock-on device shall be installed on the smoke alarm circuit breaker in the electric panel. (2002 and newer units or renovations)

Washer and Dryer

- o Washer and dryer area should be clean and in good condition, no holes in walls.
- o Washer and dryer hooks ups should be in good working order with no leaks and proper outlets supplied.
- o Clothes dryer exhaust shall be properly installed and vented to exterior of the unit. Transition duct cannot be kinked or crushed. (Lint trap free of lint)
- o Drain pan must be in place and properly hooked up where damage can occur. Required if on 2nd floor or above. (Installed per building & plumbing code requirements)

Basement

- o Clean-out openings, sump pump and floor drains shall have proper covers and be working correctly.
- o In order to be used as a habitable space, it must meet the requirements for finished basements. It must meet the currently adopted International Residential Code requirements.
- o Habitable Space - space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

This list is not a complete list of all possible property maintenance issues. The Code Official reserves the right to consider further maintenance issues not referenced on this list. The Town of Middletown reserves the right to modify this list at any time.

Rental Units must comply with and continue to comply with all ordinances and codes of the Town of Middletown, including but not limited to: Chapter 120 Residential Rental Property Code; Chapter 119 Property Maintenance Code; The Delaware State Housing Code; Town of Middletown Zoning Code, and all other applicable codes and ordinances Adopted by the Town of Middletown.

Chapter 120 - Rental Properties Ordinance - <http://ecode360.com/13832819>

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