



RENTAL INSPECTION CHECKLIST

Properties that require follow-up inspections will be assessed a \$50.00 fee per re-inspection and such fee must be paid to the City of St. Joseph prior to scheduling a re-inspection. While it is impossible to list every violation of the housing code that may occur, this list contains violations that are commonly found during routine inspections. **Item will be checked if non-compliant.**

Exterior

- STREET NUMBERS-** Readable from street in contrasting color
- EXTERIOR SURFACES-** In good condition and free of missing/peeling paint
- WINDOWS-** Windows are weather tight and in good repair
- ACCESSORY STRUCTURES-** Garage, sheds and other outbuildings structurally sound and in good condition
- HANDRAILS/GUARDS-** Present for all steps with four or more risers and all open porches, decks, and landings higher than 30-inches above grade. Firmly fastened and capable of supporting imposed loads
- GARBAGE/DEBRIS-** Yard free from rubbish, trash and debris
- REFUSE CONTAINER-** Refuse & recycling containers required for all non-homestead single/duplex rental properties
- GRASS/WEEDS-** Grass maintained under 10-inches in height
- FOUNDATION-** Free from holes, large cracks and openings
- ROOF/FLASHING/CHIMNEYS-** Weather tight and in good condition
- VEHICLES-** All are licensed/operable and parked on approved surfaces
- WALKWAYS/DRIVEWAYS/PARKING SURFACES-** In good repair and free of hazards
- LOCKS-** Deadbolt lock on all exterior doors and maintained in good/functional condition
- DRAINAGE-** Roof drains, gutters, downspouts and window wells must be free of obstruction to allow proper water flow

Interior (general)

- LICENSE POSTED-** Rental license posted in public corridor, hallway or front entrance
- SMOKE ALARMS-** Tested and functioning properly with sufficient battery life. Located inside each bedroom and on each floor of the building within 10 feet of bedroom
- WINDOWS-** All windows have screens and locking hardware. Windows are weather tight, operable and in good repair
- SANITATION-** All interior maintained in a safe and sanitary condition
- WALKWAYS-** All hallways, exit doors, egress windows, and stairways unobstructed and clear of rubbish/stored materials
- PESTS-** Free from insect and rodent infestation, active pest management as needed
- HANDRAILS/GUARDS-** Present for all steps with four or more risers and landings higher than 30-inches. Firmly fastened and capable of supporting imposed loads.

Kitchen

- PLUMBING-** All the plumbing fixtures maintained in a safe and functional condition and free of leaks
- DRAINS/VENTS-** Plumbing stacks, vents, waste, and sewer lines function properly and are free of obstructions, leaks, and defects.
- INTERIOR SURFACES-** All walls, ceilings, floors and doors are in good repair, capable of being cleaned and in sound condition (i.e. no peeling paint, loose plaster, holes, mold/mildew, missing/torn flooring)
- ELECTRICAL-** Electrical equipment, wiring and appliances installed properly and maintained in a safe manner (no extension cords). Cover plates on all outlets, switches, and junction boxes

Bathrooms

- VENTILATION-** Bathrooms require a mechanical ventilation system or one openable window
- PLUMBING-** All the plumbing fixtures maintained in a safe and functional condition and free of leaks
- DRAINS/VENTS-** All the plumbing stacks, vents, waste and sewer lines function properly and are free of obstructions, leaks and defects
- INTERIOR SURFACES-** All walls, ceilings, floors and doors are in good repair, capable of being cleaned and in sound condition (i.e. no peeling paint, loose plaster, holes, mold/mildew, missing/torn flooring)
- ELECTRICAL-** Electrical equipment, wiring and appliances installed properly and maintained in a safe manner (no extension cords). Cover plates on all outlets, switches, and junction boxes.

