



RESIDENTIAL RENTAL LICENSE INSPECTION CHECKLIST

Use this checklist prepare your property BEFORE your scheduled inspection

CEILING & WALLS

- ALL ROOMS must have no chipped, peeling, or flaking paint on walls or ceilings
- Remove all water damaged walls and framing
- Remove all mold on walls or elsewhere
- Repair any holes in walls or ceiling

The Inspector will inspect the Utility Room, Basement, Living Room, Dining Room, Bedroom(s), Kitchen, bathroom(s) and other areas as deemed appropriate.

FLOORING

- All flooring must be free of any trip hazards
- All flooring must clean or replaced if deteriorated

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EXTERIOR

- No chipped, peeling, or flaking paint
- Driveways and walkways are not deteriorated and free of any trip hazards
- Fence need to be secure and structurally sound
- Wood portion of house must be free of peeling paint

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WINDOWS

- All windows must open and close properly, must be screened and stay in place without hardware
- Windows must have no chipped, peeling, or flaking paint
- Windows shall not be chipped or broken glass and insect screens in good repair

The Inspector will inspect the Utility Room, Basement, Living Room, Dining Room, Bedroom(s), Kitchen, bathroom(s) and other areas as deemed appropriate.

DOORS/STORM/SCREEN

- No keyed dead bolts on ANY DOORS
- ALL INTERIOR & EXTERIOR** Entry doors must be operable, damage-free, no peeling paint, and proper hardware

- All EXTERIOR DOORS** must be operable, damage-free, no peeling paint, proper hardware, no broken or torn screens, and working door closer
 - All INTERIOR BEDROOM & CLOSET DOORS** must be operable, damage-free, no peeling paint, proper hardware, and free of any holes
 - All bathroom and kitchen cabinets doors, drawers, and counters top must be secure
 - Kitchen & bathroom sink cabinets must be free of any signs of water damage
- The Inspector will inspect the Utility Room, Basement, Living Room, Dining Room, Bedroom(s), Kitchen, bathroom(s) and other areas as deemed appropriate.***

PLUMBING

- All faucets must not leak
 - Replace missing sink & drain strainers
 - Gas shut-off valve required at every appliance
 - Secure leaking pipes
 - Close plumbing wall under sink and seal tightly around all pipes under sink
 - Cap open gas lines
 - Caulk top edge of tub and basin
 - Secure commode, vanity, & basin
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ELECTRICAL

- All receptacles shall be GFCI protected
 - All INTERIOR & EXTERIOR lighting fixtures must work properly and have proper fixture cover
 - All switches and receptacles must have proper cover plate, not broken
 - No open electrical wiring in any room
 - Bathroom & Kitchen exhaust fans must be working and cleaned of any debris
 - Carbon Monoxide Detectors are required (within 15 feet of all sleeping rooms) and every source of carbon monoxide
 - Smoke Alarms operational – one on every level, one in sleeping areas, basement and common area included
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STAIRCASE/GUARDRAILS

- Stairs must be clear, no peeling paint, and flooring must secure of any trip hazard
- All stairs must have a handrail soundly secure
- Porch stairs and rails must be sound and secure with no rotten wood and peeling paint

BASEMENT/UTILITY ROOM

- CAN NOT be used as living or sleeping quarters
- Foundation walls shall be free from cracks/holes/leaks
- Sump pump must have a single dedicated receptacle
- Water heater must have $\frac{3}{4}$ inch metal discharge pipe

- Seal around exhaust flue at entry to chimney
- Dryer venting shall be of ridged (non-flexible type) metal material
- Identify all circuits in electrical cabinet

INSECTS AND/OR RODENTS INFESTATION

- All structures shall be kept free from insect and rodent infestation. ***A certification from a state licensed exterminator and must be no more than 60 days old.***

FURNACE CERTIFICATION

- Signs of furnace not working properly. ***A certification must be from a licensed HVAC mechanic and must be no more than 60 days old.***

WATER HEATER CERTIFICATION

- Signs of water heater leaking or not functioning properly. ***A certification must be from a licensed plumber and must be no more than 60 days old.***

CRIME FREE

- Dead Bolts (no less than 1.5 inches in length)
- Secondary window/sliding door locks
- Eye Viewers on all front and rear entry doors
- Appropriate Lighting (CPTED evaluation)
- Security Strike Plate (no less than 3 inch screws)
- Appropriate Landscaping (CPTED evaluation)

*******NOTE: ALL UTILITIES MUST BE ON BY THE DATE OF INSPECTION*******

24 HR CANCELLATION OF INSPECTION IS REQUIRED FAILURE TO KEEP SCHEDULED APPOINTMENT WILL INCUR A \$50.00 PENALTY

ALL VIOLATIONS MUST BE CORRECTED PRIOR TO FINAL INSPECTION. IF ADDITIONAL INSPECTIONS ARE NEEDED, A \$50.00 FEE MUST BE PAID PRIOR TO ANY ADDITIONAL INSPECTIONS BEING SCHEDULED.

Sec. 18-805. Inspection Required

No Residential Rental License shall be issued or renewed unless the dwelling unit(s) and common area(s) in connection with which the license is sought are found after inspection by the village enforcement department to meet all applicable laws and regulations. Rental dwelling units that change ownership shall be required to be inspected before a new license can be issued, notwithstanding any other required inspection as a condition precedent to transfer of title or otherwise required under this Code. The owner will be provided with an inspection report describing any condition which constitutes a violation of any applicable law or regulation and shall correct any such conditions within thirty (30) days from the date of the inspection report. In the event that more than two follow-up inspections are required to determine compliance, the owner shall pay an additional inspection service charge of \$50.00 for each additional inspection. Payment of said service charge must be made in full prior to the issuance of a license. Failure to correct said conditions may result in a suspension or revocation of an existing license or, in the case of a new license application, the denial of a license or a revocation.