

Residential Rental Property Maintenance Checklist

The following checklist is meant to be used as a guide for common property maintenance items. It is not meant to include all code requirements.

EXTERIOR

DOORS

- *Defect-free, functional, and weather tight*
- *Insect and rodent-proof*
- *Not cracked or broken, with functioning locks*
- *Secure frame, with proper hardware*
- *Multi-family dwelling unit doors comply with security and fire requirements*

EXTERIOR WALLS

- *Weather-tight siding, no deterioration*
- *Soffit and fascia in good repair*
- *House numbers at least 4" high of contrasting color, visible from the roadway*

PAINT

- *No peeling, chipping, chalking, or deteriorated paint*
- *Wood surfaces weather-protected*

FOUNDATION

- *Structurally sound, properly graded, and free from cracks and holes*

ROOF

- *Structurally sound, good condition, leak free; shingles and flashing in good condition*

GUTTERS/DOWNSPOUTS (If existing)

- *Good condition, no obstructions, securely attached to drain water away from structure*

CHIMNEY

- *Brick/block/stone, mortar, and flue liner in good repair*

PORCH/DECKS

- *In good repair, with guardrails if over 30" above grade*

STAIRS/STEPS

- *In good repair, evenly spaced and securely attached*
- *Hand rails if 4 or more risers*
- *Snow shoveled at all building exits*

YARD

- *Proper grading and ground cover*
- *Grass and weeds cut regularly*
- *Free from litter/debris, auto parts or construction debris*
- *Firewood neatly stacked*

GARBAGE & RECYCLING

- *Proper containers with lids that tightly fit*
- *Proper containment for compost*
- *Trash/garbage not overflowing onto ground*

VEHICLE REGULATIONS

- *No abandon, unlicensed, or inoperable vehicles parked/stored on property*
- *All vehicles parked on approved parking*
- *Car repairs(except for minor ones by owner)prohibited on property*

ACCESSORY STRUCTURES

GARAGES

- *In good repair and weather-protected*
- *Secured with lock(s), not open to trespass*
- *No broken windows*

FENCES

- *Well-maintained and weather resistant*
- *Meets zoning code location requirements*

INTERIOR

WALLS & CEILINGS

- *Clean and in good repair-no holes, water damage, or chipping, flaking, or peeling paint*
- *No loose wall paper*

FLOORS

- *Clean and in good repair- no holes or trip hazards*
- *Structurally sound*

WINDOWS

- *Good condition, no broken or cracked glass*
- *Easily openable, screens provided and in good repair*
- *Locks required*
- *Frames in good repair, no chipping or peeling paint*

DOORS

- *Interior doors operational and in good condition*

Kitchen

- *Hot(120 degrees)and cold running water*
- *Kitchen sink connected to sanitary sewer, with functioning obstruction-free drains*
- *Cabinets in good repair*
- *Appliances in good working condition/gas appliances connected w/ approved fittings and connectors*
- *Stove, refrigerators and other appliances clean, operable and in good repair*
- *Food preparation and cooking surfaces durable nonabsorbent, washable and well maintained*

BATHROOM(S)

- *Tub/shower, washbasin, and toilet all properly installed, maintained, and in good repair with caulking intact and fully functional*
- *Faucets min 1" gap above spill line*
- *Openable window or mechanical ventilation required*
- *Hot and cold running water required from each fixture, fixtures must not leak*
- *At least 1 lighting fixture*

SLEEPING ROOM(S)

- *Proper doors/egress window to outside, with clear pathways, windows not blocked*
- *Operable smoke alarms, light, ventilation, egress windows, and window treatments required*
- *Window coverings in good repair*
- *Light fixture or outlets available*
- *Carbon monoxide detector w/ in 10'*

FIRE PROTECTION

INTERIOR/EXTERIOR

- *Clear, safe distance of paint, boxes, rags and any other combustible material from gas fired appliances*
- *Path of egress not blocked by debris, storage, trash, snow/ice, etc.*
- *Continuous graspable hand rails in all stairways, and floor coverings secured*
- *Fire extinguishers provided and serviced where required*
- *Fire rated doors provided where required, (such as attached garages)*

SMOKE AND CARBON MONOXIDE ALARMS

- *All smoke alarms installed per manufacture's instruction, with working batteries and functional connections.*
- *At least one on each level for habitable space and one in the basement or crawl space if accessible*
- *Smoke alarms in each sleeping room*
- *All smoke alarms listed and installed to NFPA72 standards*
- *Carbon monoxide alarms within 10' of each sleeping room.*

ELECTRICAL/MECHANICAL/ PLUMBING

ELECTRICAL

- *Properly installed service panel*
- *Adequate service at and outlets, with cover plates on all outlets, switches, and junctions*
- *Intact, functional wiring and fixtures*
- *Temporary use extension cords not used in lieu of permanent wiring*
- *Electrical panel accessible, 3' clearance*

MECHANICAL

- *Permanent heating facility must be properly installed/maintained, temporary devices not used as primary heating source*
- *Heating facility capable of maintaining dwelling at 68 degrees F or higher*
- *Fuel-burning appliances/equipment must be connected to approved chimney/flue/vent*
- *Service repair records of mechanical systems may be required*

PLUMBING/GAS

- *Plumbing installed and maintained to code*
- *Gas flex connectors must be UL or AGA listed and approved*
- *Adequate hot and cold water running water to all sinks/tubs*
- *All drains connected to sanitary sewer*
- *No "S" traps/flexible style waste lines*
- *Waste line properly installed, and vented*
- *No leaking, defective, obstructed, or unsupported pipes or faucets*

- *Backflow devices provided where required, including hose bibs and hand held showers heads*
- *Shutoffs provided where required*
- *Faucets a minimum 1' above spill lines*

OCCUPANCY

- *Occupied sleeping rooms must have proper egress or door openings*
- *Basements meet permit construction requirements for light, ventilation, egress, etc. prior to habitation*

OTHER

- *All areas of dwelling and structures clean, pest free and in good condition*
- *Electrical, plumbing, and mechanical work on rental property requires licensed contractors*
- *Structural alterations require permits*
- *New dwelling units within an existing structure require zoning approval, plan review, and proper permits before habitation*
- *All required smoke alarms for interior alterations must be installed, interconnected, and hard wired*