

## NEW RENTAL LICENSE GUIDE FOR HOME INSPECTORS

### CHECK FOR:

- Hot Water Heater** – If electric, check to ensure temperature and pressure relief valve is piped down to the floor not more than six inches above floor level or piped into sump pump pit or other approved termination. If gas, it must be properly vented.
  - Washer/Dryer** – (if provided) – Check the hookups and turn them on a short cycle to ensure there are no leaks and they are in working order. The dryer must be vented to the exterior or as per manufacturer's instructions.
  - Electrical Panel Box** – Gas dryer must be properly vented. A minimum clear space of 30X30 inches must be left open leading up to the electrical panel.
  - Furnace** – Forced air, heat pump or other forced air type unit, if gas fired, check condition of flue pipe for holes, rust, is connection tight, clearance to combustible materials usually 18 inches on single wall flue, and ensure furnace is working and operational.
  - Hot Water Boiler** – May provide domestic hot water in addition to heat, boiler circulates hot water through system of pipes and radiators and baseboard heating units. Look for a temperature and pressure relief valve; it must be piped down to within 6-8 inches of the floor level. If gas, must be properly vented.
  - Rooms on all Floors** – Check perimeter of room (floor/ceilings) for water damage, i.e., stains or suspected mold, check electrical outlets quantity and use your tester on random outlets; outlets cannot be painted over.
  - Basement** – Check for sleeping area in basement. Rental area in basement requires two forms of egress:
    1. Basement steps
    2. Basement window must have a 5.5 ft. opening with sill height 44 inches or less from floor **OR** basement door with thumb turn dead bolt, **NO KEYLOCK DEAD BOLT.**
  - Bathroom/Powder Room** – Check for ventilation fan or operational window. Check bathtub/shower tiles for loose tiles and proper caulking at wall and tub and where tub meets floor. Check floors to ensure they are impervious to water and have no loose tiles. Flush toilets, run water in bathroom lavatories (basin), check for hot water at faucet, check under the cabinet for any water leaks or signs of previous water leaks. Mechanical exhaust fans must be vented to the exterior.
  - Smoke Detectors:**
    - Single Family Home**
      1. A hardwire smoke detector with a battery backup must be located in the corridor or hallway outside of sleeping areas.
      2. If the home has a basement, a hardwired smoke detector with a battery backup must also be located in the basement, and it must be interconnected to the smoke detectors outside of the sleeping areas.
    - Home with 2 or 3 Apartments**
      1. A hardwired smoke detector with a battery backup must be located in the corridor or hallway outside of sleeping areas.
      2. If the home has a basement, a hardwired smoke detector with a battery backup must also be located in the basement, but it only has to be interconnected to the smoke detector on the first floor.
    - Homes with 4-6 Apartments**
      1. A hardwired smoke detector with a battery backup must be located in the corridor or hallway outside of sleeping areas in each unit.
      2. No smoke detector is required in the basement for homes with 4-6 apartment units.
- All smoke detectors must be NFPA 72, National Fire Alarm Code and UL Approved.**

- All Rooms** – Check to ensure that all switch plates and duplex out let covers are installed. Check for open (exposed wires) electrical junction boxes. Check for holes in walls, floors and ceilings.
- Windows** – Check windows to ensure locks are on all first floor windows (with a sill height of 6 ft. from ground), and window functions properly. Ensure window screens are in place and free of holes.
- Sprinklers** – If the house has a sprinkler system (for fire suppression), check sprinkler heads for clearance requirements and ensure that no heads are painted or damaged. Ask for a copy of the last sprinkler report (in multi-family buildings). If residential sprinkler system in single-family dwelling, no report may be available.
- Kitchen** – Run water in sink and check for leaks under the sink. Check garbage disposal for operation and proper electrical connection. Check inside stove to ensure it is clean and sanitary. Turn on stove and burners to ensure they are in working order. Look inside dishwasher to ensure it is clean and sanitary. Turn on dishwasher to ensure it is working properly if you suspect it is not. Look inside cabinet doors for signs of roach infestation and ensure they are clean and sanitary. Look inside refrigerator (if provided) for clean sanitary conditions free of odors.
- Stairways (Inside and Out)** – Check to ensure handrails are in place if there are more than four risers.
- Fireplaces** – Check for condition, has it been used? If so recommend chimney cleaning to landlord.
- Exterior** – Check to ensure that gutters and downspouts are not crushed or clogged and are free of overhanging branches. Since it is hard to determine the condition of a gutter from the ground, look for plant/weed growth, which is a sure sign gutter is clogged up. Splash blocks should be in place at the termination of the downspout. Look for green discoloration on siding, which is a sign that gutters and downspouts are not functional. Look for large areas of moss growth near foundation wall; this may indicate standing water. Look for areas where topsoil is missing exposing stones/pebbles. Ensure that globes are on all exterior light fixtures (all exit doors require a light). Ensure there are no holes in the exterior that would allow nuisance animals entry; check especially at roofline. Ensure there is no rotted wood trim or cracking or peeling paint. Visually look at roof covering for signs of deterioration (note any clawing or missing shingles). Check fences and/or gates to ensure they are structurally sound and hardware is in place on all gates. Ensure sliding doors and screen slider is secured. If the house has a deck, check it to ensure it has proper railings and is structurally sound. Check sidewalks/steps for tripping hazards.

