



Rental Property Checklist

Dear Landlord:

The City of Bloomington is providing this checklist as a tool to evaluate the condition of your rental property prior to a routine inspection. By using this guide, you may avoid a lengthy inspection and potentially costly re-inspection fees. While it is impossible to list every violation of the *Property Maintenance Code*, this list contains violations that are commonly found during a routine inspection. A slide presentation of code violations may be viewed at: www.cityblm.org/upload/images/cd/pdfs/PMC_Train_eng.pdf

Exterior of Building

- 1 Are sidewalks, walkways, stairs, driveways, parking spaces and similar areas in a proper state of repair, and maintained free from hazardous conditions?
- 2 Are accessory structures including detached garages, fences and walls structurally sound, good repair with no peeling paint?
- 3 Are exterior wood surfaces, other than decay-resistant woods, protected from the elements and decay by paint or some other protective covering or treatment? Is bare wood visible, does it show signs of rot and decay?
- 4 Are all siding and masonry joints maintained weather resistant and water tight?
- 5 Are the address numbers visible from street? Are apartments properly identified?
- 6 Is the foundation free from holes, large cracks and openings?
- 7 Are exterior walls free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated to prevent deterioration? Are the surface coatings consistent with surrounding areas of the exterior walls?
- 8 Is the roof and flashing sound, tight and not have defects that admit rain? Are the roof drains, gutters and downspouts maintained in good repair and free from obstructions?
- 9 Are all cornices, belt courses, corbels, terra cotta trim, wall facing and similar decorative features maintained in good repair with proper anchorage and in a safe condition?
- 10 Is every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads? Do they have level, uniform treads & risers?
- 11 Are guardrails present for all open porches, decks, and landings that are higher than 30 inches above grade?
- 12 Are all chimneys, cooling towers, and smoke stacks maintained structurally safe and sound, and in good repair?
- 13 Are exterior doors, door assemblies and hardware maintained in good condition?
- 14 Are basement hatchways and doors maintained to prevent the entry of rodents, rain and drainage water?
- 15 Are operable windows located 6ft or less above the ground level equipped with locking devices?
- 16 Are exterior doors equipped with deadbolt locks (slide bolts are not acceptable)?
- 17 Is garbage properly stored (lids on all cans) and cans not visible from the street?

Interior of Building

- 18 Is every window, skylight, door and frame in sound condition, good repair and weather tight? Are all glazing materials free from cracks and breaks? Is every window, other than fixed, easily openable and capable of being held in position by window hardware?
- 19 Are the walls and ceilings free from peeling paint and loose plaster? (Raw and unfinished drywall is not considered clean or sanitary)
- 20 Are all walking surfaces in sound condition and good repair?
- 21 In a multi-family building, are door closures self-closing and latching (if required)?
- 22 Are doors free from cracks, breaks, or holes? Do they fit reasonably well within the frame?
- 23 Are handrails firmly fastened and maintained in good condition? (Required if more than 4 risers)

Light, Ventilation, and Occupancy Limitations

- 24 Is every common hall and stairway in a multi-family building lit at all times?
- 25 Does the bathroom or toilet room have an operable window OR a mechanical means of ventilation?
- 26 Is the clothes dryer vented to the exterior?
- 27 Does the dwelling meet the space needs of the occupants?

Plumbing System

- 28 Does each dwelling contain a bathtub or shower, lavatory, water closet and kitchen sink that is maintained in a sanitary, safe working condition? (no leaking water pipes, sufficient hot and cold water supply and pressure)
- 29 Are plumbing fixtures properly installed and free from obstructions?
- 30 Is the water heater equipped with a temperature/pressure relief valve, relief valve discharge pipe (copper or galvanized) and gas shut off valve?
- 31 Do all plumbing stacks, vents, waste and sewer lines function properly, free of obstructions and leaks?
- 32 Is the washing machine properly connected to the drainage system?
- 33 Are there any open drain lines?

Electrical System

- 34 Are electrical equipment, wiring and appliances installed properly and maintained in a safe manner? (no missing cover plates, open splices or painted receptacles, junction boxes are secured, cover over the electric panel, wiring is supported)
- 35 Does every habitable space contain at least two receptacles? Does every laundry room contain a grounded type receptacle or a GFCI? Does every bathroom contain at least one receptacle?
- 36 Is the electrical system free of hazards?
- 37 Is there a working light fixture present for every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, and furnace room?

Heating System/Mechanical Equipment

- 38 Is the heating system capable of maintaining a room temperature of 68 degrees F in all habitable rooms, bathrooms and toilet rooms (October 1 - May 31)?
- 39 Are all mechanical equipment, fireplaces and solid fuel-burning appliances installed properly and maintained in a safe working condition?
- 40 Are all fuel-burning heating equipment connected to an approved chimney or vent?
- 41 Does the fuel-burning equipment have a proper shut off valve?

Fire Safety

- 42 Are smoke detectors located on each floor of the dwelling, including the basement? Are smoke detectors located **within** all rooms used for sleeping? Are smoke detectors located just outside the immediate vicinity of bedrooms. Do all smoke alarms function properly?
- 43 Does every sleeping/bedroom have a least one operable window that meets emergency egress/rescue standards?
- 44 Are hallways, exit doors, egress windows, and stairways unobstructed and clear of rubbish or storage?
- 45 Is there a 3 foot clearance around any heating appliance or other source of ignition within the dwelling? (not including cooking stoves)