

Village of Evendale

Residential Rental Inspection Program

Inspection Checklist

HC Rental Registration #:

Owner Information (Please print legibly)				
Name/Company:				
Address:				
Phone:		E-mail:		
Property Address (Please use one form per address / unit)				
Street Address:		Tenant(s):		
Inspection Date:		Inspector:		
Part I: Exterior Property Area Inspection	Pass	Fail	N/A	Comments
<u>Storage of Junk and Rubbish:</u> Constituting a blighting or deteriorating influence.				
<u>Trees:</u> Trees or limbs which are dead, fallen, or otherwise in bad condition.				
<u>Overgrown Vegetation:</u> Grass is excess if 10" in height.				
<u>Dumpsters/Trash Cans:</u> Must be in enclosure if provided/stored out of public right-of-way/ free from trash overflow.				
<u>Parking:</u> No parking in grass or on impervious surfaces.				
<u>Recreational Vehicles, campers, trailers, commercial vehicles, etc.:</u> No exterior parking for longer than 2 consecutive days in any calendar month.				
<u>Inoperable/Unregistered Vehicles:</u> Parking or storage in exterior yard area is prohibited. All inop./unregistered vehicles stored in completely enclosed structure.				
<u>Infestation:</u> Property must be clear of all infestations - insect, rodent, etc.				
<u>Exterior Walkways/Exit Passageways/Common Areas:</u> Must remain clear at all times and in a safe and sanitary condition.				
Part II: Exterior Structure Inspection				
<u>Legible and Visible Address Numbers:</u> Address numbers clearly visible from street - minimum 4" high.				
<u>Roof, Gutters, Downspouts:</u> Must be structurally sound. No broken, rotted or missing shingles, gutters or downspouts.				
<u>Walls, Siding:</u> Must be structurally sound, free of any broken, rotted, deteriorated or missing components.				
<u>Foundation:</u> Must be structurally sound - free from rotted, broken, deteriorated or missing components.				
<u>Stairways – Landings/Treads/Risers/Balusters:</u> Must be in good condition/free from visible structural defects and trip/fall hazards (i.e loose threads, missing balusters or handrails, rotting or deteriorating materials).				

Part II: Interior Inspection	Pass	Fail	N/A	Comments
Hot/Cold Running Water - Must have hot and cold running water. Faucets and water outlets are free of any broken, rotted, deteriorated or missing components.				
Plumbing : Must have sink, toilet, bathtub or shower, no leaks, etc.				
Electrical Power : All wiring and electrical components must be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates must have appropriate coverings/GFCI in bath and kitchen operational, if applicable.				
Heat : Must have a functioning heating source.				
Sewage System : Must have a functioning sewage system and must be clear of any surfacing sewage indoors or outdoors				
Infestation : Must be clear of any infestations – insect, rodent, etc.				
Smoke/CO Detectors : Must be working, in good condition and properly installed within 10 feet of all bedrooms, clearly audible, and located on each level of the dwelling unit.				
Mechanical : All mechanical equipment in the unit must properly function including; appliances, venting systems, thermostats, air conditioning unit – if provided, etc.				
Water Heaters : Must have proper strapping, proper drain lines, and venting.				
Doors : Must be plumb and in good condition.				
Windows : All windows must have adequate weather protection – no broken glass/plastic coverings, etc. - be in good condition and have locking mechanisms that function without use of key or special knowledge. If window bars or screens are present they too must function without use of key or special knowledge.				
Flooring : Floors must not be in a defective or deteriorating condition that could cause a trip or fall hazard or impact sub-flooring.				
Walls : Must be good habitable condition clear of large holes, missing sections, etc.				
Ceiling : Must be in good repair, must not be collapsing, buckling or sagging suggesting structural defects or roof leakage.				

Action(s) (Check all applicable):

- 1 ____ No further action required at this time
- 2 ____ Verbal/Email Notice of Non-Compliance: _____
- 3 ____ Notice of Violation issued: _____
 - 2a. Reinspection #1 date: _____
 - 2b. Reinspection #1 date: _____
- 4 ____ Legal Action taken: _____
 - 3a. Court date #1: _____
 - 3b. Court date #2: _____
 - 3c. Court Penalty: _____
- 5 ____ Other: _____
- 6 ____ General Notes:

Compliance deadline: _____

Extension (optional): _____

Compliance date: _____

Signature: _____