

Self-Inspection Checklist 2023
Due by January 30, 2023 for EACH rental unit

Landlord Name: _____ Phone Number: _____

Rental Unit Street Address: _____ Unit Number: _____

Date Personally Inspected: _____

Tenant: _____ Phone Number: _____ PO Box: _____

Occupants over age 18: _____

911 Markings (visible from street) Unit Markings (each unit)

**This Form MUST be
Completely
Filled Out
and Returned by
January 30, 2023**

Exterior Property:

Grass and weeds Junk and Debris Snow removed

No chipped or peeling paint No exterior repairs needed

No uninspected or unregistered vehicles No mud or standing water

(2) Off -Street Parking Spaces per unit Off-street Parking space for each vehicle

Interior Property:

Smoke Detectors: Each Floor Each Bedroom Each Sleeping Hall

Fire Extinguisher: 2 ¾ ABC min. loc. _____ CO Detector loc. _____

Exits: Primary: _____ Second Exit: _____

Electric:

Main Electric Box Covered working fuses or breakers No bare wires

No uncovered receptacles or switches No excessive extension cords

Working GFI in all bathrooms Working GFI in kitchen

Plumbing:

No plumbing leaks Toilets all work and do not run Hot left / Cold right (all)

Hot water min. 110 degrees drop pipe on hot water tank Fixtures all work properly

Heat:

Type: _____ properly working Heater properly vented

Heat to min. 68 degrees No propane or kerosene heaters No unvented heaters

Portable Electric Heaters meet code (shut-off switches if tipped over)

Cook Stove: **Type:** Gas Electric Other _____

Gas stove: pilot lights all work properly Electric stove: properly fused

Appliances: This rental unit has the following:

Clothes Washer Clothes Dryer Dishwasher Air Conditioner Refrigerator

Housekeeping:

Unit is sanitary no garbage accumulation no rodent problem no insect pest problem

Hot Water Heater: Gas heater Vented shut-off valve Electric heater Proper Fuse _____

I have personally inspected the above listed rental unit, and I have checked and marked all inspected items above, and have repaired any items that did not meet the code. (Copies from previous years not accepted)

Signature: _____ Date: _____

Landlord or Manager (signed in ink)