



## Rental Maintenance & Inspection Notice – Exterior Inspection Checklist

Property Address:	Property Name:	Bldg. # # of Units:	Date:
Inspector Name:		Time:	Photos: Yes / No

- Interior of residential rental units shall be subject to interior inspections (*WBTWP 8-420*)

**Rental License**

- Operating without a rental registration (*WBTWP 8-413*)
- Other

**Exterior Property Areas**

- Excessive accumulation of rubbish or garbage (*IPMC 302.1*)
- Excessive accumulation of stagnant water (*IPMC 302.2*)
- Sidewalks, walkways, driveways and similar areas; in disrepair/hazardous conditions (*IPMC 302.3*)
- Weeds, grass, and plant growth in excess of 8" (*IPMC 302.4*)
- Presence of insect and/or rodent infestation (*IPMC 302.5*)
- Any inoperative or unlicensed motor vehicles, disrepair, major disassembly (*IPMC 302.8*)
- Exterior surfaces not being maintained and clean from any marking, carving or graffiti (*IPMC 302.9*)
- Disposal of garbage not in a clean and sanitary manner by placing in approved containers (*IPMC 308.2 & 308.2.1*)
- Permit Required (*IPMC 102.3*)**

**Detached Garages/Accessory Structures**

- Leaning and/or in despair (*IPMC 302.7*)
- Roof deteriorated or in need of repair (*IPMC 302.7*)
- Fencing leaning and/or in despair (*IPMC 304.2*)
- Permit Required (*IPMC 102.3*)**

**Swimming Pools, Spas & Hot Tubs**

- Swimming pools shall be maintained in clean and sanitary conditions, and in good repair (*IPMC 303.1*)
- Private swimming pools, spas and hot tubs shall be completely surrounded by a fence or barrier at least 48" (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool (*IPMC 303.2*)
- Gates require have a self closing/self latching devices to close and latch when released from 6" (pool gates) (*IPMC 303.2*)
- Self closing and self latching gates/doors less than 54", the releases mechanism shall be located on the pool side (*IPMC 303.2*)
- EXCEPTIONS:** Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt
- Permit Required (*IPMC 102.3*)**

**Gutter/Downspouts**

- Full of debris (*IPMC 304.7*)
- Gutters / downspout(s) missing (*IPMC 304.7*)
- Not in working condition (*IPMC 304.7*)
- Roof drainage must not create a plumbic nuisance (*IPMC 304.7*)
- Permit Required (*IPMC 102.3*)**

**Exterior Structure**

- All exterior surfaces to be maintained in a good repair; wood/metal properly surface coated; peeling, flaking, chipped painted repaired (*IPMC 304.1.1*)
- All siding, doors, windows, skylights to maintain the exterior envelope weather/water tight and kept in a sound condition and good repair (*IPMC 304.1.1, 304.13, 304.13.1 & 304.13.2*)
- Mold (*IPMC 304.1.1*)
- All chimneys, cooling towers, smoke stacks and similar appurtenances shall be maintained structurally safe and sound and in good repair (*IPMC 304.1.1 & 304.11*)
- Property address numbers visible from the street and shall be minimum of 4" (*[F] IPMC 304.3*)
- Foundation not structurally sound, holes, cracks/deterioration present (*IPMC 304.4 & 304.5*)
- All exterior walls/siding to be free of holes, breaks, loss/rotted material; maintained weather proof/properly surface coated where required (*IPMC 304.6*)
- The Roofing and flashing shall be sound, tight and not have defects that admit rain (*IPMC 304.7*)
- All cornices, belt courses, corbels, trim and wall facing and similar decorative features shall be maintained in good repair (*IPMC 304.8*)
- Overhangs and extensions to be properly anchored, painted and in good repair; signs, awnings, canopies, etc. (*IPMC 304.9*)
- From April 1 to Dec. 1, every window or opening for required ventilation must have window screens (*IPMC 304.14*)
- All exterior doors, hardware shall be maintained in good repair, capable of locking (*IPMC 304.15 & 702.3*)
- Basement windows and hatches shall be in maintained to prevent rain, surface water and rodents (*IPMC 304.16, 304.18.2 & 304.18.3*)
- Permit Required (*IPMC 102.3*)**

**Lighting**

- Not in use (*IPMC 605.3*)
- Exposed wiring present (*IPMC 604.3*)
- Light fixture(s) inoperative, missing or damaged (*IPMC 605.1*)
- Exterior receptacles – No GFI / will not hold a plug (*IPMC 604.3.1*)
- Permit Required (*IPMC 102.3*)**

**Exterior Stairways/Decks/Porches/Balconies**

- Not structurally sound (*IPMC 304.10 & 304.12*)
- In disrepair (*IPMC 304.10*)
- Not capable of supporting normally imposed loads (*IPMC 304.10*)
- Handrail measured height < 30" or > 42" (*IPMC 307.1*)
- Guardrail measured height < 30" (*IPMC 307.1*)
- Permit Required (*IPMC 102.3*)**

Additional Comments/Notes: