



# Village of Newburgh Heights Housing and Building Department

3801 Harvard Ave., Newburgh Heights OH 44105 216-641-4654 newburgh-oh.gov

2021  Rental Inspection  Point of Sale Inspection  Change of Tenant

## Property Address

Housing case number

Body camera number

## Dwelling Information

Dwelling Type  Single Type  2-Family  Multi-Family

Zoning  Residential  Mixed-Use  Mixed Density Residential

Is property owner-occupied?  yes  no

## Property Owner

Property Owner Address

Property Owner Phone

Property Owner Email

Property Manager/Management Company

Email Report  yes  no

Original Inspector

Re-Inspection Inspector

(New) Inspection Date

Time

Compliance Date

Re-Inspection Date

Time

Compliance Date

## Notes to Property Owner/Property Manager

Please review the following information and Inspection Report carefully. If you have been cited for any coded violations, you are required to complete those violations by the **"Compliance Date"** listed at the top of this report. When all violations are completed, contact the Housing and Building Department by calling 216-641-2716 to schedule your re-inspection. Keep in mind, the re-inspection must be scheduled by the compliance date. Any violations not completed or not completed properly may result in a fee of \$50.00.

Items that are marked "No, Fail" constitute a cited violation that must be corrected within the time-frame allotted determined by the Building Commissioner of Newburgh Heights (see Compliance Date). Items that are marked "Inconclusive" will be inspected again during the scheduled re-inspection. Items marked "Yes, pass" represent those items that passed inspection even if there are notes provided for that item.

## Notes

**Rental Inspections/Point of Sale Inspections are conducted using Codified Ordinances of Newburgh Heights Building Code** and the 2018 International Property Maintenance Code which establishes the minimum regulations governing the conditions and maintenance of all property, buildings and structures, by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure the structures are safe, sanitary and fit for occupations and use; and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures.

**Rental Inspection** 1353.03; Obtain a certificate of rental inspection for each and every rental unit in a Rental Dwelling, subject to the terms and conditions hereafter set forth. Upon receipt of the application and fee by the Building Commissioner, a rental inspection shall be scheduled and occur within thirty (30) days of the date of acceptance of the application. If the owner or agent refuses to consent to an inspection of the subject property, or if consent is otherwise unobtainable, the Building Commissioner or his/her designee shall first obtain an administrative search warrant from a court of competent jurisdiction before performing the required inspection. Upon completion of the rental inspection, any noted violations regarding life safety or sanitary conditions will be assigned a compliance date and must be corrected and approved or re-inspected prior to the issuance of the Rental Permit. If no violations or minor violations are noted from the inspection, a Rental Permit will be issued provided the other requirements of this ordinance are met. If there are minor violations noted from the inspection, a violation notice will be issued with assigned compliance dates for correction of violations. If the owner or agent does not consent to an inspection and a court of competent jurisdiction finds no probable cause to issue an administrative search warrant, the subject property will be deemed to have passed the inspection with no violations.

**Point of Sale** 1329.01(a); The owner of any commercial, semi-industrial or public facilities building structure or other building, or land upon which such buildings are located, entering into an agreement to sell or otherwise convey an interest in such land or building structures, shall obtain from the Building Commissioner a certificate of inspection, and present such certificate or an exact copy thereof to any prospective purchaser or grantee prior to the time of transfer of title to the purchaser, in order to permit the escrow agent to comply with this chapter. The certificate of inspection shall list thereon all known violations of Village codes determined from the inspection, as well as other informational material.

Requested body camera footage is not a public record subject to disclosure under Ohio law. Specifically, the requested records are excepted from disclosure under Ohio Revised Code Section 149.43(A)(2), which exempts Confidential Law Enforcement Investigatory Records (“CLEIRs”), including specific investigatory work product, and is further excepted from disclosure under Ohio Revised Code Section 149.43(a)(17)(p), which excepts disclosure of any record that depicts the interior of a residence.

## **No Show and Re-Inspection Policy:**

Purchased Rental Inspections and Point of Sales include the original inspection and one re-inspection. For work subject to reinspection, there shall be imposed a fee of fifty dollars (\$50.00) for defective work, or for failure to have work ready for inspection at the time requested for reinspection (1313.08). Coded violations not completed by the compliance date may result in a citation being issued to the property owner, and may result in a denial of a Rental Permit or Point of Sale Occupancy Permit.

Scheduled inspections or reinspections may be rescheduled within 24 hours of the inspection appointment. Contact the Building Department to reschedule. A No Show for a scheduled inspection or reinspection is subject to a fee of fifty dollars (\$50.00). A second No Show may result in a citation being issued to the property owner, and may result in a denial of a Rental Permit or Point of Sale Occupancy Permit.

This is a VISUAL INSPECTION. The Village assumes no liability or responsibility for failure to report violations that may exist and makes no guarantee whatsoever that future violation(s) cannot or will not occur. *Permits are required for electric, plumbing, heating, building, and/or demolition work.* You have the right to appeal this inspection with in (30) days of this notice. Contact the Building Department for appeal information.

You have a right to appeal this decision. You have the right to be represented by counsel, present arguments or contentions orally or in writing, and present evidence and examine witnesses appearing for or against you. In order to appeal, you must file an application to the Board of Zoning Appeals within 30 days of the mailing of this notice to: The Village of Newburgh Heights, Building Department, 3801 Harvard Avenue, Newburgh Heights, Ohio, 44105, 216-641-4654. If an appeal is waived, failure by the owner to respond to the order to comply per Ohio Building Code, IPMC Code, or Codified Ordinance of Newburgh Heights may result in a citation being issued.

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Signature – inspector

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Signature-Property Owner/Agent

## ITEMS FOR EXTERIOR INSPECTION

**301.2 Responsibility. (IPMC)** The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy *premises* that are not in a sanitary and safe condition and that do not comply with the requirements of this chapter. *Occupants* of a *dwelling unit*, *rooming unit* or *housekeeping unit* are responsible for keeping in a clean, sanitary and safe condition that part of the *dwelling unit*, *rooming unit*, *housekeeping unit* or *premises* they occupy and control.

**301.3 Vacant structures and land. (IPMC)** Vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

**1337.01 Maintenance Responsibilities. (NH)** Exterior property areas of all premises shall be kept free of any debris, object, material, or condition which may create a health, accident, or fire hazard, or which is a public nuisance, or which constitutes a blighting or deteriorating influence on the neighborhood. Lawns, landscaping, and driveways shall also be maintained so as not to constitute a blighting or deteriorating effect in the neighborhood. (Ord. 1979-20. Passed 6-19-79.)

### 1331.01 BUILDING NUMBERING. (NH)

- (a) As of June 1, 1973, all residences, buildings, commercial and industrial buildings or any type of structure in the Village shall contain the house or building number assigned to such property displayed at a location prominent and clearly visible from a public street.
- (b) The Building Commissioner and/or Superintendent of Streets shall in writing advise all persons, firms or corporations owning properties which are in violation of this section.

(Ord. 1973-9. Passed 4-3-73.)

### 1337.01 MAINTENANCE RESPONSIBILITIES. (NH)

Exterior property areas of all premises shall be kept free of any debris, object, material, or condition which may create a health, accident, or fire hazard, or which is a public nuisance, or which constitutes a blighting or deteriorating influence on the neighborhood. Lawns, landscaping, and driveways shall also be maintained so as not to constitute a blighting or deteriorating effect in the neighborhood. (Ord. 1979-20. Passed 6-19-79.)

### 1337.02 GARBAGE AND RUBBISH PICKUP. (NH)

- (a) Waste containers and waste or refuse not placed in containers shall not be placed in front of any house or other building by the owner, agent, lessee or occupant of that building for collection prior to 6:00 p.m. on the evening immediately preceding the day for refuse collection.
- (b) Empty waste containers shall not be permitted to remain in the front of any house or other building by the owner, agent, lessee or occupant of that building for a period in excess of twelve hours from the time of collection by the City.

- (c) Whoever violates any provision of this section shall be guilty of a minor misdemeanor. Each day of violation constitutes a separate offense.

(Ord. 1989-22. Passed 10-17-89.)

### 1345.01 WEEDS, TREES, GRASS AND LITTER. (NH)

- (a) No owner, occupant or person having the charge or management of any lot or parcel of land situated within the Village, whether improved or unimproved, vacant or occupied, shall permit any noxious or poisonous weeds or vegetation or permit any grass or weeds or vegetation to exceed a height of six (6) inches, nor shall any such person permit any tree, plant or shrubbery or part thereof to grow in an unsightly or untrimmed condition.

(Ord. 2013-19. Passed 4-2-13.)

- (b) For the purpose of this chapter, any real estate agent or company charged with the sale or management of a vacant lot, parcel of land, building or structure shall be deemed to be the person having charge and subject to the penalties provided herein.

(Ord. 2001-34. Passed 9-18-01.)

### 1345.02 TRIMMING OF TREES, SHRUBBERY. (NH)

The owner of every lot or parcel of land within the Village upon which a tree, plant or shrubbery stands with any part thereof upon or overhanging a public street or sidewalk shall conform to the regulations herein provided; after a five day written notice to the property owner to correct such condition otherwise, the Village shall cause such trees to be trimmed or cut down and removed in accordance with such regulations and assess the cost thereof against the owner of such lot or parcel of land:

- (a) Such owner shall trim or cause to be trimmed such tree, plant or shrubbery so that a clear height of eight feet between the lowest branches of the same and the street or sidewalk is maintained;
- (b) Such owner shall trim or remove, as the case may require, every dead, decayed or broken tree, plant or shrubbery, or part thereof, so that the same shall not fall to the street or sidewalk;
- (c) Such owner shall cut down and remove any tree, plant or shrubbery, or any part thereof, as may be necessary to provide a clear and unobstructed view of traffic from all directions at any street intersection, or to abate any nuisance necessary to protect life, limb or property of persons, drivers of any vehicles or pedestrians using such street or sidewalk.

(Ord. 1987-15. Passed 4-21-87.)

### 1309.03 RESIDENTIAL DWELLING EXTERIOR MAINTENANCE AND PAINT COLOR. (NH)

- (a) All exterior surfaces of every dwelling structure shall be maintained weather-tight and shall be maintained so as to resist decay or deterioration from any cause.
- (b) All exterior wood and corrosive metal surfaces shall be primed and painted or stained in accordance with the Building and Housing Codes. Prior to painting or staining,

surfaces shall be properly prepared, including sanding, and rotted or damaged areas shall be repaired or replaced. Construction details such as metal covers, exposed fasteners and exposed caulking shall be covered with solid color coatings to match adjacent surfaces.

- (c) Exterior paint and stain colors and/or the color of exterior walls shall be for purposes of improving the overall appearance of the structure and the aesthetics of the community, shall be harmonious on the building and with the color schemes of neighboring buildings, shall be consistent with the traditional colors and look of residential dwellings within the Village, shall not create a nuisance, and shall not be unduly bright, harsh or incongruous in appearance.
- (d) In the event of any violation of subsection (c) hereof, the owner of any such residential dwelling shall be given a period of forty-five (45) days from the date of notice of violation to remediate the appearance of the residential dwelling exterior, after which time a per diem penalty of fifty dollars (\$50.00).

(Ord. 2011-44. Passed 12-6-11.)

### **1351.03 DUTY TO KEEP SIDEWALKS IN REPAIR AND CLEAN. (NH)**

- (a) No owner or occupant of abutting lands shall fail to keep the sidewalks, curbs or gutters in repair and free from snow, ice or any nuisance. (ORC 723.011)
- (b) No owner, lessee or occupant, or his agent or employee, shall remove or cause to be removed from his real property accumulations of snow or ice by depositing such accumulations of snow or ice into or upon any street or alley within the Municipality, thereby causing a hazardous condition in such street or alley or obstructing or covering fire hydrants located in such street or alley.
- (c) Whoever violates this section is guilty of a minor misdemeanor.

### **1339 FENCES. (NH)**

All fences shall be properly erected, supported, braced and maintained. Failure to maintain fencing shall be considered a violation of this chapter.

(Ord. 1987-17. Passed 5-5-87.)

### **1131.03 RESIDENTIAL DISTRICT. (NH)**

- (3) Private Garages. A private garage, either attached or detached, shall be required for all dwellings in the residential district on the same lot with the main building. All garages shall conform to the following regulations:
  - A. A minimum area of two hundred and forty (240) square feet.
  - B. A maximum size of twenty-seven (27) feet in width and twenty-seven (27) feet in depth.
  - C. Not more than one (1) garage shall be permitted on any one (1) lot
  - D. A detached garage shall not be located closer than three (3) feet from a rear lot line and no closer than three (3)

feet from a side lot line of an abutting residential use. In the case of a corner lot, the garage shall not be placed closer to the side street than the required setback for that side street.

- E. A detached garage shall not exceed eighteen (18) feet to the peak of the gable.
  - F. A detached garage shall be located back of the rear wall of the main building and not closer than ten (10) feet therefrom.
  - G. An attached garage shall not protrude closer to the frontage street than the main facade of the dwelling.
- (4) Storage Sheds. Storage sheds shall be permitted to be placed or erected within the rear yard of residential districts subject to the following limitations or conditions:
- A. They shall not exceed eighty (80) square feet in area or ten (10) feet in height.
  - B. Storage sheds shall not be located closer than three (3) feet from a rear lot line and no closer than three (3) feet from a side lot line of an abutting residential use. In the case of a corner lot, the storage shed shall not be placed closer to the side street than the required setback for that side street.
  - C. Storage sheds shall not have open areas beneath the floor which would attract animals or rodents.
  - D. A storage shed shall be located back of the rear wall of the main building and not closer than ten (10) feet therefrom.
  - E. Storage sheds shall be located in accordance with the above and the location shall be approved by the Building Commissioner. If the Building Commissioner, upon viewing the site, determines that a shed placed or erected according to these regulations will be injurious to, or cause a nuisance to, abutting property owners, the Building Commissioner shall not issue a permit. In making such a determination, the Building Commissioner shall take into consideration the following factors:
    - 1. The size of the lot.
    - 2. The shape of the lot.
    - 3. The location of the main and accessory structures on the lot when compared to abutting properties.
- (5) Swimming Pools. Private pools may be located in a Residential District as an accessory use to the dwelling. The pool and any accessory structure shall not be located in the front yard and shall not be less than three (3) feet from any side or rear lot line. All pools shall comply with fencing requirements of Section 1339.11 of the Building Code.
- (7) Arbors, Gazebos, Pergolas.
- A. Maximum height - Ten (10) feet
  - B. Maximum area - One hundred twenty (120) feet

### **1339.11 SWIMMING POOLS. (NH)**

- (a) Every swimming pool in excess of eighteen inches in height shall be completely surrounded by a fence or wall not less than four feet in height which shall be so constructed as not to have openings, holes or gaps larger than four inches in any dimension except for doors and gates; and if a picket fence is erected or maintained, the horizontal dimension shall not exceed four inches. A dwelling house or accessory building may be used as part of such enclosure.
- (b) A factory assembled twenty-four inch high security fence attached to the top rail of an above ground pool shall be an acceptable alternative to subsection (a) hereof.

(Ord. 1987-17. Passed 5-5-87.)

### **1335.04 LOCATION OF SATELLITE DISH "EARTH STATION." (NH)**

- (a) No earth station shall be erected in any front or side yard or within twenty feet of any lot line.
- (b) No earth station shall be erected on the roof top of any residential structure. An earth station may be located on the roof of a commercial, apartment, hospital, school, church building or any other building if approval is obtained first from the Building Department.

### **302.2 Grading and drainage. (IPMC)**

*Premises* shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

### **302.5 Rodent harborage. (IPMC)**

Structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

### **302.6 Exhaust vents. (IPMC)**

Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly on abutting or adjacent public or private property or that of another tenant.

### **302.8 Motor vehicles. (IPMC)**

Except as provided for in other regulations, inoperative or unlicensed motor vehicles shall not be parked, kept or stored on any *premises*, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an *approved* spray booth.

### **302.9 Defacement of property. (IPMC)**

A person shall not willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti. It shall be the responsibility of the *owner* to restore said surface to an *approved* state of maintenance and repair

### **304.2 Protective treatment. (IPMC)**

Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

### **304.4 Structural members. (IPMC)**

Structural members shall be maintained free from *deterioration*, and shall be capable of safely supporting the imposed dead and live loads.

### **304.5 Foundation walls. (IPMC)**

Foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

### **304.6 Exterior walls. (IPMC)**

Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent *deterioration*.

### **304.7 Roofs and drainage. (IPMC)**

The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or *deterioration* in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

### **304.8 Decorative features. (IPMC)**

Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

### **304.9 Overhang extensions. (IPMC)**

Overhang extensions including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly *anchored* so as to be kept in a sound condition. Where required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

### **304.10 Stairways, decks, porches and balconies. (IPMC)**

Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

### **304.11 Chimneys and towers. (IPMC)**

Chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weathercoating materials, such as paint or similar surface treatment. \*Trees should not be within feet of the chimney.

### **304.12 Handrails and guards. (IPMC)**

Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

### **304.13 Window, skylight and door frames. (IPMC)**

Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

#### **304.13.1 Glazing. (IPMC)**

Glazing materials shall be maintained free from cracks and holes.

### **304.15 Doors.**

Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

### **304.17 Guards for basement windows. (IPMC)**

Every *basement* window that is openable shall be supplied with rodent shields, storm windows or other *approved* protection against the entry of rodents.

### **304.19 Gates. (IPMC)**

Exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.

### **506.2 Maintenance.**

Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

### **605.1 Electrical Installation. (IPMC)**

Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner. Clearance above street should be 18 feet, above a driveway 12 feet, above a roof 8 feet.

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## **ITEMS FOR INTERIOR INSPECTION**

### **1351.06 INTERIOR PROPERTY AREAS. (NH)**

- (a) Interior Property Areas. Interior property areas of all premises shall be kept free of objects or materials or conditions which create a health, accident or fire hazard.

## **SECTION 305: Interior Structure (IPMC)**

305.1 General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of

the structure that they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

### **305.1.1 Unsafe conditions. (IPMC)**

The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code or the International Existing Building Code as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength.
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects.
3. Structures or components thereof that have reached their limit state.
4. Structural members are incapable of supporting nominal loads and load effects.
5. Stairs, landings, balconies and all similar walking surfaces, including guards and handrails, are not structurally sound, not properly anchored or are anchored with connections not capable of supporting all nominal loads and resisting all load effects.
6. Foundation systems that are not firmly supported by footings are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. Where substantiated otherwise by an approved method.
2. Demolition of unsafe conditions shall be permitted where approved by the code official.

### **305.2 Structural members. (IPMC)**

Structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

### **305.3 Interior surfaces. (IPMC)**

Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

### **305.4 Stairs and walking surfaces. (IPMC)**

Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

### **305.5 Handrails and guards. (IPMC)**

Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

### **305.6 Interior doors. (IPMC)**

Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

### **307.1 Handrails and Guardrails. (IPMC)**

Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall be not less than 30 inches (762mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall be not less than 30 inches (762 mm) in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

### **308.1 Accumulation of rubbish or garbage. (IPMC)**

Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

### **309.1 Infestation. (IPMC)**

Structures shall be kept free from insect and rodent infestation. Structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.

### **309.2 Owner. (IPMC)**

The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure.

### **309.3 Single occupant. (IPMC)**

The occupant of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for pest elimination on the premises.

### **309.4 Multiple occupancy. (IPMC)**

The owner of a structure containing two or more dwelling units, a multiple occupancy, a rooming house or a nonresidential structure shall be responsible for pest elimination in the public or shared areas of the structure and exterior property. If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant and owner shall be responsible for pest elimination.

### **309.5 Occupant. (IPMC)**

The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure. Exception: Where the infestations are caused by defects in the structure, the owner shall be responsible for pest elimination.

### **1351.01 VENTING OF HEATERS AND BURNERS. (NH)**

(a) A brazier, salamander, space heater, room heater, furnace, water heater or other burner or heater using wood, coal, coke, fuel oil, kerosene, gasoline, natural gas, liquid petroleum gas or similar fuel, and tending to give off carbon monoxide or other harmful gas:

- (1) When used in living quarters, or in any enclosed building or space in which persons are usually present, shall be used with a flue or vent so designed, installed and maintained as to vent the products of combustion outdoors; except in storage, factory or industrial buildings which are provided with sufficient ventilation to avoid the danger of carbon monoxide poisoning;
  - (2) When used as a portable or temporary burner or heater at a construction site, or in a warehouse, shed or structure in which persons are temporarily present, shall be vented as provided in subsection (a) hereof, or used with sufficient ventilation to avoid the danger of carbon monoxide poisoning.
- (b) This section does not apply to domestic ranges, laundry stoves, gas logs installed in a fireplace with an adequate flue, or hot plates, unless the same are used as space or room heaters.
  - (c) No person shall negligently use, or, being the owner, person in charge, or occupant of premises, negligently permit the use of a burner or heater in violation of the standards for venting and ventilation provided in this section.
  - (d) Subsection (a) hereof does not apply to any kerosene-fired space or room heater that is equipped with an automatic extinguishing tip-over device, or to any natural gas-fired or liquid petroleum gas-fired space or room heater that is equipped with an oxygen depletion safety shutoff system, and that has its fuel piped from a source outside of the building in which it is located, that are approved by an authoritative source recognized by the State Fire Marshal in the State Fire Code adopted by him under Ohio R.C. 3737.82.
  - (e) The State Fire Marshal may make rules to ensure the safe use of unvented kerosene, natural gas or liquid petroleum gas heaters exempted from subsection (a) hereof when used in assembly buildings, business buildings, high hazard buildings, institutional buildings, mercantile buildings and type R-1 and R-2 residential buildings, as these groups of buildings are defined in rules adopted by the Board of Building Standards under Ohio R.C. 3781.10. No person shall negligently use, or, being the owner, person in charge or occupant of premises, negligently permit the use of a heater in violation of any rules adopted under this subsection.
  - (f) The State Fire Marshal may make rules prescribing standards for written instructions containing ventilation requirements and warning of any potential fire hazards that may occur in using a kerosene, natural gas, or liquid petroleum gas heater. No person shall sell or offer for sale any kerosene, natural gas or liquid petroleum gas heater unless the manufacturer provides with the heater written instructions that comply with any rules adopted under this subsection.
  - (g) No product labeled as a fuel additive for kerosene heaters and having a flash point below one hundred degrees fahrenheit or thirty-seven and eight-tenths degrees centigrade shall be sold, offered for sale or used in any kerosene space heater.

- (h) No device that prohibits any safety feature on a kerosene, natural gas or liquid petroleum gas space heater from operating shall be sold, offered for sale or used in connection with any kerosene, natural gas or liquid petroleum gas space heater.
- (i) No person shall sell or offer for sale any kerosene-fired, natural gas or liquid petroleum gas-fired heater that is not exempt from subsection (a) hereof unless it is marked conspicuously by the manufacturer on the container with the phrase "Not Approved For Home Use."
- (j) No person shall use a cabinet-type, liquid petroleum gas-fired heater having a fuel source within the heater, inside any building, except as permitted by the State Fire Marshal in the State Fire Code adopted by him under Ohio R.C. 3737.82. (ORC 3701.82)
- (k) Whoever violates this section is guilty of a misdemeanor of the first degree. (ORC 3701.99(C))

**1351.05 SMOKE/CARBON MONOXIDE DETECTORS. (NH)**

- (a) No owner, landlord or person responsible for the maintenance and/or control of a residential property in the Village of Newburgh Heights shall rent, lease, offer for rent or lease for value any residential structure that has not first been equipped with a smoke and carbon monoxide detector.

**1351.06 INTERIOR PROPERTY AREAS. (NH)**

- (a) Interior Property Areas. Interior property areas of all premises shall be kept free of objects or materials or conditions which create a health, accident or fire hazard.
- (b) Windows. The following regulations shall apply to windows in residential dwellings.
  - (1) Window treatments, coverings, drapes, shades, blinds, shutters and rods/supports shall be well maintained in clean working order, and shall perform their intended function.
  - (2) Under no circumstances shall newspaper, used packaging papers or other similar materials, rags, or blankets to be used to cover windows.
  - (3) In certain instances, including spaces under construction or temporary accommodations not to exceed thirty (30) days, with the approval of the Building Department, windows may be covered with temporary materials, such as plain brown wrapping paper, or sheets of plain, black visqueen/polyethylene plastic. (Ord. 2011-47. Passed 12-20-11.)

**Ventilation**

**403.1 Habitable spaces. (IPMC)**

Every habitable space shall have not less than one openable window. The total openable area of the window in every room shall be equal to not less than 45 percent of the minimum glazed area required in Section 402.1.

**403.2 Bathrooms and toilet rooms. (IPMC)**

Every bathroom and toilet room shall comply with the ventilation requirements for habitable spaces as required by Section 403.1, except that a window shall not be required in

such spaces equipped with a mechanical ventilation system. Air exhausted by a mechanical ventilation system from a bathroom or toilet room shall discharge to the outdoors and shall not be recirculated.

**403.4 Process ventilation. (IPMC)**

Where injurious, toxic, irritating or noxious fumes, gases, dusts or mists are generated, a local exhaust ventilation system shall be provided to remove the contaminating agent at the source. Air shall be exhausted to the exterior and not be recirculated to any space.

**403.5 Clothes dryer exhaust. (IPMC)**

Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions. Exception: Listed and labeled condensing (ductless) clothes dryers.

**OCCUPANCY LIMITATIONS**

**404.1 Privacy. (IPMC)**

Dwelling units, hotel units, housekeeping units, rooming units and dormitory units shall be arranged to provide privacy and be separate from other adjoining spaces.

**404.2 Minimum room widths. (IPMC)**

A habitable room, other than a kitchen, shall be not less than 7 feet (2134 mm) in any plan dimension. Kitchens shall have a minimum clear passageway of 3 feet (914 mm) between counterfronts and appliances or counterfronts and walls.

**404.4.2 Access from bedrooms. (IPMC)**

Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces. Exception: Units that contain fewer than two bedrooms.

**404.4.3 Water closet accessibility. (IPMC)**

Every bedroom shall have access to not less than one water closet and one lavatory without passing through another bedroom. Every bedroom in a dwelling unit shall have access to not less than one water closet and lavatory located in the same story as the bedroom or an adjacent story.

**404.4.4 Prohibited occupancy. (IPMC)**

Kitchens and nonhabitable spaces shall not be used for sleeping purposes.

**404.4.5 Other requirements. (IPMC)**

Bedrooms shall comply with the applicable provisions of this code including, but not limited to, the light, ventilation, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities requirements of Chapter 5; the heating facilities and electrical receptacle requirements of Chapter 6; and the smoke detector and emergency escape requirements of Chapter 7.

**404.5 Overcrowding. (IPMC)**

Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5.



### **502.1 Dwelling units. (IPMC)**

Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink that shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory.

### **503.1 Privacy. (IPMC)**

Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared bathrooms and toilet rooms in a multiple dwelling.

### **504.1 General. (IPMC)**

Plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. Plumbing fixtures shall be maintained in a safe, sanitary and functional condition.

### **504.3 Plumbing system hazards. (IPMC)**

Where it is found that a plumbing system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, inadequate venting, cross connection, backsiphonage, improper installation, deterioration or damage or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

### **505.1 General. (IPMC)**

Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the International Plumbing Code.

### **602.2 Residential occupancies. (IPMC)**

Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms based on the winter outdoor design temperature for the locality indicated in Appendix D of the International Plumbing Code. Cooking appliances shall not be used, nor shall portable unvented fuel-burning space heaters be used, as a means to provide required heating.

### **602.3 Heat supply. (IPMC)**

Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from April to October to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.

### **603.1 Mechanical equipment and appliances. (IPMC)**

Mechanical equipment, appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function.

### **604.1 Facilities required. (IPMC)**

Every occupied building shall be provided with an electrical system in compliance with the requirements of this section and Section 605.

### **604.2 Service. (IPMC)**

The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with NFPA 70. Dwelling units shall be served by a three-wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 amperes.

### **604.3 Electrical system hazards. (IPMC)**

Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

### **605.1 Installation. (IPMC)**

Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

### **605.2 Receptacles. (IPMC)**

Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain not less than one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location.

### **605.3 Luminaires. (IPMC)**

Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain not less than one electric luminaire.

### **605.4 Wiring. (IPMC)**

Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.

### **607.1 Duct Systems (IPMC)**

Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

# RENTAL INSPECTION/POINT OF SALE

## EXTERIOR INSPECTION

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<b>1331.01 Building Numbering</b> House number secured to structure, visible from street & easy to read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>1337.01 Lawn/Landscaping</b> Free of any debris, object, material, or condition which may create a health, accident, or fire hazard, or which is a public nuisance, or which constitutes a blighting or deteriorating influence on the neighborhood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>1337.01, 302.3 Driveways</b> Kept in proper repair; free from hazardous conditions and maintained so as not to constitute a blighting or deteriorating effect in the neighborhood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>1337.02 Garbage and Rubbish Pickup (Mondays Garbage Pick-up Day)</b> Rubbish totes should not be put out in front of any house before 6pm on Sundays. Empty waste containers shall not be permitted to remain in the front of any house past 10am on Tuesdays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>1345.01 Weeds, Trees, Grass and Litter</b> Free of noxious or poisonous weeds or vegetation. Grass/weeds/vegetation not to exceed a height of six (6) inches, nor shall any such person permit any tree, plant or shrubbery or part thereof to grow in an unsightly or untrimmed condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>1345.02 Trimming of Trees, Shrubby</b> Tree, plant or shrubbery height clearance of eight feet between the lowest branches of the street/sidewalk; Trim or remove, dead, decayed or broken tree, plant or shrubbery, so can't fall to street/sidewalk; Cut down and remove any tree, plant or shrubbery to provide a clear and unobstructed view of traffic from all directions at any street intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>1309.03 Residential Dwelling Exterior Maintenance</b> Surfaces of every dwelling structure maintained weather-tight and to resist decay or deterioration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

# RENTAL INSPECTION/POINT OF SALE

## EXTERIOR INSPECTION

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<p><b>1309.03 Paint Color</b></p> <p>Exterior paint and stain colors and/or the color of exterior walls harmonious on the building and with the color schemes of neighboring buildings, consistent with the traditional colors, and not unduly bright, harsh or incongruous in appearance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>1351.03 Sidewalks and Curbs</b></p> <p>Maintained and in good repair free from trip hazards, snow, ice or any nuisance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>1351.03, 304.7 Gutters/Downspouts</b></p> <p>Maintained and in good repair free from, snow, ice or any nuisance. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>1339.13 Fence Maintenance</b></p> <p>Properly erected, supported, braced and maintained. Check overall condition; should be structurally sound, &amp; paint in good condition.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>1131.03 Storage Sheds</b></p> <p>Check for permit. Storage sheds shall not have open areas beneath the floor which would attract animals or rodents. Check overall condition; should be structurally sound, &amp; paint in good condition.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.19 Gates.</b></p> <p>Exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>1131.03 Arbors, Gazebos, Pergolas</b></p> <p>Check for permit. Check overall condition; should be structurally sound, &amp; paint in good condition.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>1339.11 Swimming Pools Fencing Requirements</b></p> <p>Check for required fencing and size.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>1131.03 Swimming Pools Location</b></p> <p>Shall not be located in the front yard and shall not be less than three (3) feet from any side or rear lot line.</p>					

# RENTAL INSPECTION/POINT OF SALE EXTERIOR INSPECTION

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<p><b>1335.04 Location of Satellite</b></p> <p>No earth station shall be erected in any front or side yard or within twenty feet of any lot line. No earth station shall be erected on the roof top of any residential structure. Check following ordinances if satellite found on property</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>302.2 Grading and Drainage</b></p> <p>Graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>302.5 Rodent harborage.</b></p> <p>Structures and exterior property shall be kept free from rodent harborage and infestation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>302.6 Exhaust vents.</b></p> <p>Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly on abutting or adjacent public or private property or that of another tenant.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>302.8 Motor vehicles.</b></p> <p>Check for Inoperative or unlicensed motor vehicles parked or stored, in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>302.9 Defacement of property</b></p> <p>Check for defacement of exterior surface including; carving or graffiti.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

# RENTAL INSPECTION/POINT OF SALE

## EXTERIOR INSPECTION

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<p><b>304.2 Protective treatment.</b></p> <p>All exterior surfaces, including doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.4 Structural members.</b></p> <p>Structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.5 Foundation walls.</b></p> <p>Foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.6 Exterior walls.</b></p> <p>Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.7 Roofs and drainage.</b></p> <p>Check roof for overall condition/missing shingle and flashing. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.8 Decorative features.</b></p> <p>Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

# RENTAL INSPECTION/POINT OF SALE EXTERIOR INSPECTION

For each numbered item, check one box only

Yes, pass No, fail Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<b>304.9 Overhang extensions.</b> Check overhang extensions including; canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts. Must be in good repair and properly anchored. Exposed surfaces of metal or wood should be protected from the elements and against decay or rust.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>304.10 Stairways, decks, porches and balconies.</b> Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>304.11 Chimneys and towers.</b> Chimneys and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weathercoating materials, such as paint or similar surface treatment. *Trees should not be within 10 ft. of chimney.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>304.12 Handrails and guards.</b> Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>304.13 Window, skylight and door frames.</b> Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>304.13.1 Glazing.</b> Glazing materials shall be maintained free from cracks and holes.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>605.1 Electrical Installation.</b> Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner. Clearance above street should be 18 feet, above a driveway 12 feet, above a roof 8 feet.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

**RENTAL INSPECTION/POINT OF SALE  
EXTERIOR INSPECTION**

For each numbered item, check one box only

**605.2 electric equipment**

Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter.

Yes, pass No, fail Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

**Notes**

# RENTAL INSPECTION/POINT OF SALE

## EXTERIOR INSPECTION

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
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### Garage

<p><b>1131.03 Private Garages</b></p> <p>Is there a garage? Indicate if garage is required to be built.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.4 Structural Members.</b></p> <p>Check for deterioration. Structural members should be capable of supporting imposed dead &amp; live loads.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.5 Foundation Walls.</b></p> <p>Check that foundation walls are maintained plumb and free from open cracks &amp; breaks. Check for openings that may allow entry of rodents or other pests.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.6 Exterior walls.</b></p> <p>Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.15 Doors.</b></p> <p>Exterior doors, door assemblies, operator systems (garage door opener) and hardware shall be maintained in good condition. Locks at all entrances tightly secure the door. Check for broken glass, peeling or chipping paint. Automatic opener must be plugged into an approved grounded outlet.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.13 Window, skylight and door frames.</b></p> <p>Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.7 Roofs and drainage.</b></p> <p>Check roof for overall condition/missing shingle and flashing. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>304.8 Decorative features.</b></p> <p>Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



# RENTAL INSPECTION/POINT OF SALE EXTERIOR INSPECTION

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<b>305.3 Garage Floor.</b> Check spalding, cracked, or heaved concrete. Check floor drains/strainers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>605.1, 605.4, Electrical Installation.</b> Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner. Check that no flexible cords are used for permanent wiring or running through doors, windows, cabinets or concealed within ceilings, floors or walls. Check outlets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>1351.05 Smoke/Carbon Monoxide Detectors.</b> Check for smoke detectors & CO2 detectors (if attached garage). All detectors should be operable, secure and be properly placed/installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>308.1 Rubbish or Garbage.</b> Area should be free from any accumulation of rubbish or garbage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>309.1 Infestation.</b> Area should be free of insect or rodent infestation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## Notes

# RENTAL INSPECTION/POINT OF SALE INTERIOR INSPECTION

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
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## Basement and Common Hallways

Indicate if there is no basement.

<p><b>304.13 Window, skylight and door frames. (IPMC)</b> Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>305.4, 305.5 307.1 Basement Stairs.</b> Are stringers &amp; threads in sound condition and securely fastened. Check that handrail in place and secure.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>305.3 Basement Floor.</b> Check spalding, cracked, or heaved concrete. Check floor drains/strainers.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>305 Foundation Walls.</b> Check foundation walls for weather tight construction, structural soundness and excessive peeling or flaking paint.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>305.2 Structural Members.</b> Check columns, beams, and wood member for general condition, sagging or bowing.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>1351.01 Venting of Heaters and Burners</b> Check that all heat sources have proper ventilation. *Review this ordinance if find alternative heat sources (propane).</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>403.1 Habitable Spaces.</b> Check that each habitable space has at least one openable window.  Indicate if there is a bathroom in the basement and if basement is finished. Indicate how much of basement is finished.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>403.2, 504.3, 605.2 Bathroom and Laundry Sink.</b> Every bathroom shall have mechanical ventilation unless there is at least one openable window. Every bathroom shall contain not less than one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location. Check that all plumbing fixtures &amp; drains are well maintained in a safe, sanitary and functional condition.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				

# RENTAL INSPECTION/POINT OF SALE INTERIOR INSPECTION

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<b>403.5 Clothes Dryer Exhaust.</b> Check for exhaust system to the outside, unless dryer uses ductless system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>506.2 Stack Maintenance</b> Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>605.1 Installation.</b> Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>605.2 Receptacles.</b> Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>605.4 Wiring.</b> Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>603.1 Furnace.</b> Check fuel supply for proper devices (shut-off valve, drip leg, etc). Check for age, cover and overall condition. Check flue connection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>603.1 Hot Water Tank.</b> Check flue and water supply for proper devices (shut-off valve, relief valve, etc). Check temperature setting (not higher than 120 degrees, F). Check tank and water meter for proper bonding (grounded).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>607.1 Duct Systems</b> Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

# RENTAL INSPECTION/POINT OF SALE INTERIOR INSPECTION

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<p><b>604.2, 605.1, 604.3 Electrical.</b></p> <p>Dwelling units shall be served by a three-wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 amperes. Check for proper sizing of fuses or breakers and proper grounding, bundling, double lugging, etc. Electrical panels should be labeled.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>605.3 Luminaires.</b></p> <p>Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain not less than one electric luminaire.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>1351.05 Smoke/Carbon Monoxide Detectors.</b></p> <p>Check for smoke detectors &amp; CO2 detectors. All detectors should be operable, secure and be properly placed/installed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>308.1 Rubbish or Garbage.</b></p> <p>Area should be free from any accumulation of rubbish or garbage.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>309.1 Infestation.</b></p> <p>Area should be free of insect or rodent infestation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>1351.06, 305.3, 305.4, 305.5, 305.6, 307.1 Common Hallways and Stairways</b></p> <p>Check that windows and doors are maintained in good, sanitary condition. Check that stairs are sound and support normal bearing weight. Check handrails. Check for chipping, peeling, flaking or abraded paint. Check for cracked or loose plaster, holes and other defective surfaces.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## NOTES

# RENTAL INSPECTION/POINT OF SALE

## INTERIOR INSPECTION: Unit 1

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
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**UNIT 1.** Indicate UP/Down, Side 1/Side 2, Up Back/Front, Down Front/Back

### Kitchen

<p><b>1351.06, 305.3 Interior surface.</b></p> <p>Interior surfaces, including windows and doors, and interior walls shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>305.4 Stairs and walking surfaces.</b></p> <p>Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair. Check for general contour, excessive weakness or damage to tile, floor boards, or floor covering.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>308.1 Rubbish or Garbage.</b></p> <p>Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>309.1, 309.2 Infestation.</b></p> <p>The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure. Structures shall be kept free from insect and rodent infestation.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>1351.05 Smoke/Carbon Monoxide Detectors.</b></p> <p>Check for smoke detectors &amp; CO2 detectors. All detectors should be operable, secure and be properly placed/installed.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>305.6 Interior doors.</b></p> <p>Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				

**RENTAL INSPECTION/POINT OF SALE  
INTERIOR INSPECTION: Unit 1**

For each numbered item, check one box only

<p>Yes, pass No, fail Inconclusive</p>	<p>If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.</p>	<p>If Fail or Inconclusive, date (mm/dd/yyyy) of final approval</p>
<p><b>1351.06, 403.1 Interior Windows.</b> Window treatments, coverings, drapes, shades, blinds, shutters and rods/supports shall be well maintained in clean working order, and shall perform their intended function. No circumstances shall newspaper, used packaging papers or other similar materials, rags, or blankets to be used to cover windows. Every habitable space shall have not less than one openable window.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>404.4.4 Prohibited occupancy.</b> Kitchens and nonhabitable spaces shall not be used for sleeping purposes.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>504.1 Plumbing.</b> Plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. Plumbing fixtures shall be maintained in a safe, sanitary and functional condition.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>505.1 Water.</b> Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the International Plumbing Code.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>603.1 Mechanical equipment and appliances.</b> Mechanical equipment, appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>602.2, 602.3 Heat.</b> Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms during the period from April to October. Cooking appliances shall not be used, nor shall portable unvented fuel-burning space heaters be used, as a means to provide required heating.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	

**RENTAL INSPECTION/POINT OF SALE  
INTERIOR INSPECTION: Unit 1**

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<p><b>604.3 Electrical system hazards.</b> Check for electrical hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>605.1 Installation.</b> Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>605.2 Receptacles.</b> Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. All receptacle outlets shall have the appropriate faceplate cover for the location. Check for GFCi protected outlet at countertops, check range outlet.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>605.3 Luminaires.</b> Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain not less than one electric luminaire.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**NOTES**

# RENTAL INSPECTION/POINT OF SALE INTERIOR INSPECTION: Unit 1

For each numbered item, check one box only

Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
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## Common Living Spaces (Living Room, Dining Room, Sunrooms, Dens

Is the current Rental Permit or Inspection report maintained on the property?  yes  no

<p><b>1351.06, 305.3 Interior surface.</b> Interior surfaces, including windows and doors, and interior walls shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>305.4 Stairs and walking surfaces.</b> Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair. Check for general contour, excessive weakness or damage to tile, floor boards, or floor covering.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>308.1 Rubbish or Garbage.</b> Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>309.1, 309.2 Infestation.</b> The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure. Structures shall be kept free from insect and rodent infestation.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>1351.05 Smoke/Carbon Monoxide Detectors.</b> Check for smoke detectors &amp; CO2 detectors. All detectors should be operable, secure and be properly placed/installed.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>305.6 Interior doors.</b> Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		



**RENTAL INSPECTION/POINT OF SALE  
INTERIOR INSPECTION: Unit 1**

For each numbered item, check one box only

Yes, pass No, fail Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<p><b>1351.06, 403.1 Interior Windows.</b> Window treatments, coverings, drapes, shades, blinds, shutters and rods/supports shall be well maintained in clean working order, and shall perform their intended function. No circumstances shall newspaper, used packaging papers or other similar materials, rags, or blankets to be used to cover windows. Every habitable space shall have not less than one openable window.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><b>602.2, 602.3 Heat.</b> Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms during the period from April to October. Cooking appliances shall not be used, nor shall portable unvented fuel-burning space heaters be used, as a means to provide required heating.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><b>604.1, 605.2, Facilities required.</b> Every occupied building shall be provided with an electrical system in compliance with the requirements of this section and Section 605. Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><b>604.3 Electrical system hazards.</b> Check for electrical hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><b>605.1 Installation.</b> Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><b>605.2 Receptacles.</b> Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

**RENTAL INSPECTION/POINT OF SALE  
INTERIOR INSPECTION: Unit 1**

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<p><b>403.1 Habitable spaces.</b> Every habitable space shall have not less than one openable window. The total openable area of the window in every room shall be equal to not less than 45 percent of the minimum glazed area required in Section 402.1.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**NOTES**

# RENTAL INSPECTION/POINT OF SALE

## INTERIOR INSPECTION: Unit 1

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
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### Bathrooms

Bathroom 1 (indicate location)

Bathroom 2 (indicate location)

Bathroom 3 (indicate location)

<p><b>502.1 Dwelling units.</b> Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink that shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>403.2, 503.1 Bathrooms and toilet rooms.</b> Check that bathroom mechanical ventilation system from a bathroom or toilet room shall discharge to the outdoors and shall not be recirculated. Exception; if there is an openable window. Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared bathrooms and toilet rooms in a multiple dwelling.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>1351.06, 305.3 Interior surface.</b> Interior surfaces, including windows and doors, and interior walls shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>305.4 Stairs and walking surfaces.</b> Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair. Check for general contour, excessive weakness or damage to tile, floor boards, or floor covering.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<p><b>308.1 Rubbish or Garbage.</b> Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				

**RENTAL INSPECTION/POINT OF SALE  
INTERIOR INSPECTION: Unit 1**

For each numbered item, check one box only

Yes, pass No, fail Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<p><b>309.1, 309.2 Infestation.</b> The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure. Structures shall be kept free from insect and rodent infestation.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>		
<p><b>1351.05 Smoke/Carbon Monoxide Detectors.</b> Check for smoke detectors &amp; CO2 detectors. All detectors should be operable, secure and be properly placed/installed.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>		
<p><b>305.6 Interior doors.</b> Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>		
<p><b>1351.06, 403.1 Interior Windows.</b> Window treatments, coverings, drapes, shades, blinds, shutters and rods/supports shall be well maintained in clean working order, and shall perform their intended function. No circumstances shall newspaper, used packaging papers or other similar materials, rags, or blankets to be used to cover windows. Every habitable space shall have not less than one openable window.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>		
<p><b>504.1 Plumbing.</b> Plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. Plumbing fixtures shall be maintained in a safe, sanitary and functional condition.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>		
<p><b>505.1 Water.</b> Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the International Plumbing Code.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>		

**RENTAL INSPECTION/POINT OF SALE  
INTERIOR INSPECTION: Unit 1**

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<p><b>602.2, 602.3 Heat.</b> Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms during the period from April to October. Cooking appliances shall not be used, nor shall portable unvented fuel-burning space heaters be used, as a means to provide required heating.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>604.3 Electrical system hazards.</b> Check for electrical hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>605.1 Installation.</b> Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>605.2 Receptacles.</b> Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. All receptacle outlets shall have the appropriate faceplate cover for the location. Check for GFCi protected outlet at countertops, check range outlet.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>605.3 Luminaires.</b> Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain not less than one electric luminaire.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**NOTES**

# RENTAL INSPECTION/POINT OF SALE

## INTERIOR INSPECTION: Unit 1

For each numbered item, check one box only

Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
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### Bedrooms

\*Bedrooms are not permitted in an attic or 3rd floor.

Bedroom 1 (indicate 1st or 2nd floor, basement)

Bedroom 2 (indicate 1st or 2nd floor, basement)

Bedroom 3 (indicate 1st or 2nd floor, basement)

Bedroom 4 (indicate 1st or 2nd floor, basement)

<p><b>1351.06, 305.3 Interior surface.</b> Interior surfaces, including windows and doors, and interior walls shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>305.4 Stairs and walking surfaces.</b> Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair. Check for general contour, excessive weakness or damage to tile, floor boards, or floor covering.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>308.1 Rubbish or Garbage.</b> Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>309.1, 309.2 Infestation.</b> The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure. Structures shall be kept free from insect and rodent infestation.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>1351.05 Smoke/Carbon Monoxide Detectors.</b> Check for smoke detectors &amp; CO2 detectors. All detectors should be operable, secure and be properly placed/installed.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>305.6 Interior doors.</b> Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

**RENTAL INSPECTION/POINT OF SALE  
INTERIOR INSPECTION: Unit 1**

For each numbered item, check one box only

<p>Yes, pass No, fail Inconclusive</p>	<p>If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.</p>	<p>If Fail or Inconclusive, date (mm/dd/yyyy) of final approval</p>
<p><b>1351.06, 403.1 Interior Windows.</b> Window treatments, coverings, drapes, shades, blinds, shutters and rods/supports shall be well maintained in clean working order, and shall perform their intended function. No circumstances shall newspaper, used packaging papers or other similar materials, rags, or blankets to be used to cover windows. Every habitable space shall have not less than one openable window.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>		
<p><b>602.2, 602.3 Heat.</b> Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms during the period from April to October. Cooking appliances shall not be used, nor shall portable unvented fuel-burning space heaters be used, as a means to provide required heating.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>		
<p><b>604.1, 605.2, Facilities required.</b> Every occupied building shall be provided with an electrical system in compliance with the requirements of this section and Section 605. Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>		
<p><b>604.3 Electrical system hazards.</b> Check for electrical hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>		
<p><b>403.1 Habitable spaces.</b> Every habitable space shall have not less than one openable window. The total openable area of the window in every room shall be equal to not less than 45 percent of the minimum glazed area required in Section 402.1.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>		
<p><b>404.4.2 Access from bedrooms.</b> Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces. Exception: Units that contain fewer than two bedrooms.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>		

**RENTAL INSPECTION/POINT OF SALE  
INTERIOR INSPECTION: Unit 1**

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<p><b>404.4.3 Water closet accessibility.</b> Every bedroom shall have access to not less than one water closet and one lavatory without passing through another bedroom. Every bedroom in a dwelling unit shall have access to not less than one water closet and lavatory located in the same story as the bedroom or an adjacent story.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>404.4.5 Other requirements.</b> Bedrooms shall comply with the applicable provisions of this code including, but not limited to, the light, ventilation, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities requirements of Chapter 5; the heating facilities and electrical receptacle requirements of Chapter 6; and the smoke detector and emergency escape requirements of Chapter 7.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>404.5 Overcrowding.</b> Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>605.1 Installation.</b> Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>605.2 Receptacles.</b> Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**NOTES**



# RENTAL INSPECTION/POINT OF SALE

## INTERIOR INSPECTION: Unit 1

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
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### Attic

Indicate if there is not attic.

<p><b>1351.06, 305.3 Interior surface.</b></p> <p>Interior surfaces, including windows and doors, and interior walls shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected. Check for roof leaks. Check for openings that may permit entry of pests or rodents. Check rafters, ventilation and chimney.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<p><b>305.4 Stairs and walking surfaces.</b></p> <p>Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair. Check for general contour, excessive weakness or damage to tile, floor boards, or floor covering.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<p><b>308.1 Rubbish or Garbage.</b></p> <p>Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<p><b>309.1, 309.2 Infestation.</b></p> <p>The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure. Structures shall be kept free from insect and rodent infestation.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<p><b>1351.05 Smoke/Carbon Monoxide Detectors.</b></p> <p>Check for smoke detectors &amp; CO2 detectors. All detectors should be operable, secure and be properly placed/installed.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<p><b>305.6 Interior doors.</b></p> <p>Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

**RENTAL INSPECTION/POINT OF SALE  
INTERIOR INSPECTION: Unit 1**

For each numbered item, check one box only

	Yes, pass	No, fail	Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
<p><b>1351.06, 403.1 Interior Windows.</b> Window treatments, coverings, drapes, shades, blinds, shutters and rods/supports shall be well maintained in clean working order, and shall perform their intended function. No circumstances shall newspaper, used packaging papers or other similar materials, rags, or blankets to be used to cover windows. Every habitable space shall have not less than one openable window.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>604.3 Electrical system hazards.</b> Check for electrical hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>605.1 Installation.</b> Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>605.2 Receptacles.</b> Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. All receptacle outlets shall have the appropriate faceplate cover for the location. Check for GFCi protected outlet at countertops, check range outlet.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>605.3 Luminaires.</b> Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain not less than one electric luminaire.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**NOTES**