

CITY OF INTERNATIONAL FALLS LICENSED RENTAL INSPECTION CHECKLIST

INSPECTION DATE _____ ADDRESS _____ UNIT # _____ PROPERTY OWNER _____ PROPERTY MANAGER _____ INSPECTOR _____	<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> MULTI FAMILY <b style="text-align: center;">ACTION <input type="checkbox"/> - VERBAL CORRECTION <input type="checkbox"/> - SEND LETTER <input type="checkbox"/> - SEND CERTIFIED LETTER <input type="checkbox"/> - NO VIOLATIONS OBSERVED <input type="checkbox"/> - NO SITE ACCESS <input type="checkbox"/> - PHOTOS TAKEN <input type="checkbox"/> - UNABLE TO ENTER BUILDING <input type="checkbox"/> - NOTICE LEFT ON SITE <input type="checkbox"/> - OTHER
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SINGLE & MUTLI-UNITS: INTERIOR	MULTI-UNITS: COMMON AREAS
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<p>CEILING</p> <input type="checkbox"/> Free of water damage, cracks & peeling	<p>ENVIRONMENT</p> <input type="checkbox"/> Free of signs of rodent or pest infestation
<p>ELECTRICAL</p> <input type="checkbox"/> All outlets & switch plate covers present and secured <input type="checkbox"/> Wiring is concealed <input type="checkbox"/> Free of temporary wiring/extension cords	<p>TUBS/SHOWERS/TOILETS</p> <input type="checkbox"/> Surfaces around tub, shower, floor and toilet are washable and water-tight <input type="checkbox"/> Plumbing fixtures are operating properly
<p>FLOORS</p> <input type="checkbox"/> Floors free of holes, cracks & tripping hazards <input type="checkbox"/> Water-tight surfaces in bathrooms and kitchens	<p>EXITS & PATHWAYS</p> <input type="checkbox"/> Clear, maintained & usable
<p>FOOD STORAGE/PREPARATION</p> <input type="checkbox"/> Cabinet doors, drawers & hardware in good condition <input type="checkbox"/> Kitchen is sanitary	<p>STAIRS & GUARDRAILS</p> <input type="checkbox"/> Carpeting on stairs is secure <input type="checkbox"/> Handrails are present and secure
<p>STOVE/RANGE/OVEN</p> <input type="checkbox"/> Burners and oven elements are operable <input type="checkbox"/> Door gaskets are in good condition	<p>WATER HEATER</p> <input type="checkbox"/> Drip pipe is in place within 18 inches of the ground <input type="checkbox"/> Free of Leaks <input type="checkbox"/> Properly Vented
<p>REFRIGERATOR</p> <input type="checkbox"/> Refrigerator operable with secure gaskets and handles	<p>VENTILATION</p> <input type="checkbox"/> Bathroom - operable fans if there is no window <input type="checkbox"/> Kitchen- mechanical fans or windows open freely <input type="checkbox"/> Dryer - Vented through rigid metal and other approved flexible materials, secured at joints
<p>SINK/WASH BASIN</p> <input type="checkbox"/> Cleanable; Water-tight surfaces that are free of chips, cracks & leaks <input type="checkbox"/> No presence of flexible piping in drain piping	<p>WINDOWS/PATIO DOORS</p> <input type="checkbox"/> Windows and doors free from leaks, cracks & peeling paint <input type="checkbox"/> Windows open, close & latch freely <input type="checkbox"/> Doors open, close & latch freely
<p>SMOKE/CARBON MONOXIDE DETECTORS</p> <input type="checkbox"/> Working smoke detectors installed in each bedroom, adjacent hallways & on each level <input type="checkbox"/> Working carbon monoxide (CO) detector within 10 feet of bedrooms, where required	<p>WALLS</p> <input type="checkbox"/> Free of holes <input type="checkbox"/> Free of water damage
<p>FURNACE/AIR CONDITIONER</p> <input type="checkbox"/> Heating appliances and air conditioners operable	

FIRE EXTINGUISHER

 Fire extinguishers are visible, accessible, with valid inspection dates
 Extinguisher cases are free of broken or chipped glass

FIRE & SAFETY

 Emergency lights, exit signs and fire doors are maintained and operable

STAIRS & GUARDRAILS

 Carpeting on stairs is secure
 Handrails are present and secure

HYDRANTS & SPRINKLERS

 Hydrants & sprinkler systems are well maintained

LAUNDRY ROOMS

 Laundry rooms maintained and properly vented
 All surfaces are water-tight

GARBAGE/RECYCLING

 A garbage service in place
 Containers are stored in approved enclosures

SINGLE & MULTI-UNITS: EXTERIOR ADDRESSES

 Building address is visible from street
 Individual numbers in the address are at least four inches tall

BUILDING EXTERIOR/YARD MAINT.

 Roof & siding water-tight with no leaks
 Sidewalks and steps maintained
 Yard/Landscaping Maintained (mowed or plowed) and free of junk & debris
 Painted surfaces are free of chipping/peeling

NOTICE TO PROPERTY OWNER/RENTAL MANAGER: CORRECT THE FOLLOWING & CALL US AT 283-7998 TO SCHEDULE RE-INSPECTION:

1. _____
2. _____
3. _____
4. _____

DECKS

 Guardrails present on any decking over 30 inches
 Decks structurally sound (no holes, no rotting)

VEHICLES/OUTDOOR STORAGE

 Yard & exterior free of prohibited items
 All vehicles parked on the property are operable, licensed & properly parked

Inspection Notes: