## 2018 RENTAL LICENSE INSPECTION CHECKLIST AND REPORT

Date:	Time:	
Property Address:	PID#	
Apartment # or Unit #	PID# Total # of Apartments or Units at 2	location
Property Owner:	Agent:	
Owner Address:	Address:	
City, State, Zip:	City, State, Zip	
Phone:	Phone:	
NOTE: CHANGES HAVE BEEN I	MADE TO THE PROGRAM TO CLA	RIFY WHEN
	(SEE REVERSE SIDE) CIRCLED = FA	AILED (Does not meet City of Park
Rapids rental standards.) (Explanation of	<mark>circled items on back.)</mark>	
EXTERIOR:	BEDROOM #1:	KITCHEN:
1. Address visible	<ol> <li>Egress window/door</li> </ol>	1. Gas shutoff if gas stove
2. Roof in good repair	2. Smoke detector	2. Sink plumbing/fixtures
3. Chimney	3. Room $>$ 70 sq. ft. (10x7)	3. General condition
4. Gutters & soffits	4. Ceiling > 7 ft.	4. GFI near sink
5. Windows & doors	5. # of outlets/lights	
6. Trash & rubbish	6. General condition	<b>OTHER ROOMS:</b>
7. Decks, platforms & railings	7. Size	1. Room >7 ft
8. Retaining walls & fences		2. #Outlets/lights
9. Sidewalks & steps	BEDROOM #2:	3. Fireplace/wood stove
10. Paint & siding	1. Egress window/door	4. General condition
11. Foundation	2. Smoke detector	4. General condition
12. Gas meter protection/shutoff	3. Room > 70 sq. ft. (10x7)	BASEMENT/UTILITIES:
13. Lawn & weeds – report to police	4. Ceiling > 7 ft.	1. Smoke detector
14. Detached structures	5. # Outlets/lights	2. Stairs/handrail (34-38")
14. Detached structures	6. General condition	3. Furnace/water heater
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CONSTRUCTION FEATURES:	7. Size	4. Washer/dryer
1. Fire separation-garage & stairs	DEDDOOM #2	5. Electrical panel > 30" clear
2. Structural problems	BEDROOM #3:	6. Gas shutoff/appliances
3. Walls & ceiling condition	1. Egress window/door	7. Vents & flues – pitch $\frac{1}{2}$ -1"
	2. Smoke detectors	
FIRE PROTECTION:	3. Room $> 70$ sq. ft. (10x7)	
1. Smoke detector (min. 1 per floor)	4. Ceiling > 7 ft.	ELECTRICAL:
	5. # of outlets/lights	1. Wiring/fixtures
	6. General condition	2. Outlets/junction boxes
EXIT FEATURES:	7. Size	3. GFI works
1. Handrail on stairs/steps (34-38")		
2. Guardrails on decks >30" (at least 36")	BATHROOM #1:	PLUMBING:
3. Adequate windows/exits	1. Ventilation-window or fan	<ol> <li>Water pressure/leaks</li> </ol>
4. Egress unobstructed	2. Tub or shower	
5. Hallway lighting	3. Plumbing fixtures	SANITATION/HEALTH:
6. Exit hardware/locks	4. Toilet–secure & flushes	<ol> <li>Housekeeping/rodents</li> </ol>
7. Fire rated doors-attached garage	5. GFI near sink	
8. Exit signs/lights where required	6. General condition	<b>MISCELLANEOUS:</b>
		<ol> <li>Storage/grills/occupancy</li> </ol>
STEPS/STAIRS:	BATHROOM #2:	2. Extension cords over load
1. Treads & risers-min./max.	1. Ventilation-window or fan	3. Occupancy load
2. Hallways 36"	2. Tub or shower	4. Sump Pump/Drainage
3. Entry/exit door 36"	3. Plumbing fixtures	5. Maintain 68 degrees @ 3 ft.
4. Landings 36"	4. GFI near sink	<ol><li>Carbon Monoxide Detector</li></ol>
5. Guardrails on decks >30" (at least 36")	5. General condition	
PASS FAIL (SEE POINTS & COMMENTS O	N REVERSE SIDE) NEEDS RE-INSPECTION	NO SHOW (SEND INVOICE)
INSPECTOR SIGNATURE:		

POINTS WILL BE ASSIGNED FOR EACH DEFICIENCY ENCOUNTERED AND SIX (6) POINTS OR MORE WILL REQUIRE REINSPECTION WITH A \$40.00 FEE.

## **MISSING OR INOPERABLE SMOKE DETECTOR = 2 POINTS**

MISSING OR INOPERABLE CARBON MONOXIDE DETECTOR = 2 POINTS

(NOTE: IF 2 OR MORE MISSING OR INOPERABLE SMOKE DETECTORS OR CARBON MONOXIDE ALARMS, A \$40.00 RE-INSPECTION FEE WILL BE REQUIRED.

## **ANY OTHER DEFICIENCY = 1 POINT**

RENTAL INSPECTOR RESERVES THE RIGHT TO REQUIRE REINSPECTION FOR ANY UNIT THAT HAS ANY SERIOUS VIOLATIONS.

COMMENTS:	