

# The Mayor and Council of Middletown

19 West Green Street, Middletown, Delaware 19709

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## **Rental Inspection Checklist**

The following is a sample list of items the Code Official will check when an inspection is made. It is recommended you review this list and conduct your own inspection prior to our inspection.

- o All utilities (electric, gas, and water) must be turned on prior to and operational at time of scheduled inspection.
- o Rental units are to be empty and cleaned at time of inspection.
- o Owner or Authorized Agent must be present at the rental inspection.

### **Outside of Rental Unit**

- o The address numbers must be plainly legible and visible from the street and must be attached to the building structure. (Numbers shall be a min. 4" high with a min. stroke 0.5").
- o The exterior surfaces (siding and/or paint) must be maintained in safe condition.
- o The steps, decks, and landings must be in safe condition and up to code requirements.
- o Handrails and guards must be firmly fastened and capable of supporting normally imposed loads, and maintained in safe condition.
- o Balconies, porches and landings, 30 inches or more above grade, require guardrails.
- o Fences must be in good repair.
- o Sidewalks, walkways and driveways must be in safe condition.
- o Gutters and/or downspouts shall be in a good state of repair and directing rainwater away from the structure.
- o Foundation must be structurally sound.
- o The yard shall be free of junk, trash or debris.
- o No indoor items shall be stored outside. (furniture, refrigerators, etc.)
- o The lawn must be properly maintained.
- o Swimming pools shall be maintained in a clean and sanitary condition and in good repair.

### **Accessory Structures**

- o Garages, sheds and other accessory structures on the premises of the unit must be maintained in good repair.

### **Sanitation**

- o The unit must be clean, sanitary and fit for human occupation.
- o There must not be evidence of mice or insect infestation.
- o No mold shall be visible in residence.

### **Entrance and Exit(s)**

- o Egress lighting must be present and working properly.
- o Stairs coming into unit should have handrails, balusters, treads and risers in safe condition.

### **Exterior Doors**

- o Doors providing access to a dwelling unit, rooming unit or housekeeping unit that has been rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort.
- o Exterior doors shall be water tight, with weather tight fit, with operational door hardware.
- o Storm or screen doors shall be in good condition and operate properly.

### **Windows**

- o Windows shall be weather tight, easily opened and shall be capable of being held in position by window hardware.
- o There can be no broken or cracked windows.
- o Windows shall have locks in good working order.
- o Required operable windows shall have screens without rips, tears or holes.
- o Every sleeping area shall have an operable window.

### **Throughout the Dwelling**

- o Floors, floor coverings and carpets must be clean, in good condition and not create any hazards.
- o Vent registers and grills must be clean and dust free.
- o Penetrations in cabinets, vanities, ceilings and walls must be sealed with approved materials.
- o Doors must operate correctly, and must have approved locks in good working condition, where needed (bedrooms and bathrooms.)
- o Unit must be free of loose, flaking and/or chipping paint.
- o Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot and cold running water, and must maintain good water pressure.
- o Plumbing fixtures shall be properly installed, free from leaks and defects, and shall be maintained in a safe, sanitary and functional condition (faucets, drains, tubs, showers, toilets, etc.)
- o Permanently installed light fixtures are required in kitchen and bathrooms

### **Stairways**

- o Stairways should have proper lighting.
- o Handrails and guards shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

### **Kitchen**

- o Appliances that are in the home at time of inspection must operate correctly per manufacturer's instructions. Appliances must also be clean and sanitary. Stoves, ovens and refrigerators are required items for rental units and must be present at time of inspection.
- o Stove needs anti-tilt bracket installed.
- o Permanently installed light fixtures are required.
- o Garbage disposal should be in good working order and connected properly to electrical source and grommet must be in good condition.
- o Any kitchen receptacles shall be free of all obstructions, including appliances.

### **Bathrooms**

- o Floor must be maintained in safe condition.
- o Permanently installed light fixture is required.
- o Bathroom requires operable window or mechanical ventilation.
- o Bathroom outlets to be GFI protected and properly working.

### **Bedrooms**

- o Doors should close properly, entry door should have a lock in good working condition.
- o Windows in bedroom should be in good working order.
- o Bedrooms should have proper floor coverings (carpet, etc.).
- o Accessories should be in good condition and installed properly. (shelving, etc.)

### **Smoke Detectors**

- o Rental units shall have approved and properly operating smoke detectors, located on each story within the dwelling unit, including the basement, and in the immediate vicinity of bedrooms and in each room used for sleeping. (Hard wired, battery backup, interconnected where equipped)
- o Common halls and stairways must be equipped with smoke detectors.

### **Fire Extinguishers**

- o Fire extinguishers are required in each rental unit, located in the kitchen area and easily accessible and in proper operating condition. Extinguisher must be labeled "A-B-C."

### **Sprinkler System**

- o If equipped, sprinklers must be free from obstruction and in proper working order.

### **Mechanical**

- o Mechanical equipment must be in proper working condition.
- o Heating unit must be operating properly, vented and connected with all safety devices present and functioning. Filter(s) must be clean.
- o Furnace or heating system should supply enough heat to all rooms so the dwelling unit can be heated at all times to a temperature of at least 65 degrees Fahrenheit.

## **Mechanical (Cont.)**

- o Water heater must be working properly, have an approved pressure-temperature relief valve, and discharge tube of approved materials, extending a maximum of 6" from the floor. Unit must be properly vented, and show no signs of leaking.
- o Joints must be sealed. Exhaust vents must be connected using sheet metal screws, and tape rated for application.
- o Drip pan is in place when new water heater has been installed. 2nd floor units (per plumbing code)

## **Electrical**

- o There must be a sufficient number of electrical outlets and lights. GFI outlets in unit must operate correctly.
- o Electrical switches and outlets must work properly in the way they were intended.
- o Extension cords may not be used for permanent wiring.
- o Outlet and switch cover plates must be in place and in good condition.
- o Must not have any open wires or electrical boxes.
- o Electrical panel shall be properly marked and labeled.
- o Blank circuits in panel must be covered.
- o Lock device shall be installed on smoke detector for circuit breaker. (2002 and newer renovations)

## **Washer and Dryer**

- o Washer and dryer area should be clean and in good condition, no holes in walls.
- o Washer and dryer hooks up should be in good working order with no leaks and proper outlets supplied.
- o Clothes dryer exhaust shall be properly installed and vented to exterior of the unit. Transition duct can not be kinked or crushed.

## **Basement**

- o Clean-out openings, sump pump and floor drains shall have proper covers.
- o In order to be used as a habitable space, it must meet the requirements for finished basements. It must meet the 2006 International Residential Code requirements.
- o Habitable Space - space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

This list is not a complete list of all possible property maintenance issues. The Code Official reserves the right to consider further maintenance issues not referenced on this list. The Town of Middletown reserves the right to modify this list at anytime.

Rental Units must comply with and continue to comply with all ordinances and codes of the Town of Middletown, including but not limited to: Chapter 120 Residential Rental Property code; Chapter 119 Property Maintenance Code 2006 IPMC; The Delaware State Housing Code; Town of Middletown Zoning Code, and all other applicable codes and ordinances of the Town of Middletown.