



# RENTAL PROPERTY CHECKLIST

Housing Inspections are responsible for promoting the health, safety, and livability of the housing stock in the Village of Lawton. Regular inspections of rental properties are conducted to ensure they are safe and well-maintained. This checklist is provided to property owner/ landlords to assist in preparing for property inspections. All Inspections shall be graded on a pass or fail system with the opportunity for remediation. A passing inspection shall be valid for the length of three (3) years from the date of the license issued.

## EXTERIOR

### Exterior Walls

- Soffit and fascia in good repair
- House numbers visible from public right of way
- Siding is weathertight and intact

### Foundation

- Structurally sound
- Free from holes or gaps
- Proper grading
- Free from deteriorated block, brick and mortar joints

### Roof

- Free of leaks
- Structurally sound
- No loose, deteriorated or missing shingles
- Roof overhang free from deterioration

### Existing Gutters & Downspouts

- Free of debris
- Properly attached and drains away from structure
- Operable and in good condition

### Chimney

- Tuckpointing/mortar in good repair
- Stable and structurally safe

### Porch/Deck

- Structurally sound and in good repair
- Guardrails required if over 30 inches above grade

### Stairs/Steps

- Securely attached and free of deterioration
- Graspable handrails required on stairs/steps with four or more steps/risers
- Every handrail shall be firmly fastened and capable of supporting normally imposed loads
- Continuous guardrails required on open sides of stairways 30 inches or more above grade

## PREMISES & ACCESSORY STRUCTURE

### Garages/Shed

- In good repair and structurally sound
- Exterior surfaces weather-protected and intact

### Fences

- Well-maintained, structurally sound and free of deteriorated/missing panels/slats
- Wood surfaces weather-protected
- If painted, must be of one consistent color

### Yard

- Grass and weeds cut/not exceeding 8 inches/free of noxious weeds
- Proper grading and ground cover
- No litter, car parts, yard waste, construction waste, or other miscellaneous debris
- Firewood neatly stacked and properly stored
- Compost is properly contained and maintained
- Dead trees and/or branches removed.

### Vehicles / Parking / Trailers / RV

- No commercial vehicle parking with a net curb weight greater than 10,000 pounds allowed
- Parking only on approved parking surfaces of concrete, asphalt or permeable type pavers. No gravel, unless previously existing.
- No abandoned, unlicensed, or inoperable vehicles

## INTERIOR

### Walls & Ceiling

- In good repair
- Free from holes
- No flaking, chipping, or peeling paint
- Free from water damage

### Floors

- In good repair
- No holes
- Structurally sound
- No trip hazards (i.e. torn carpet, missing flooring)

### Hallway / Stairs

- Clear pathways
- Handrails/guardrails securely attached
- Continuous guardrails required on open sides of landings/stairways 30 inches or more above grade
- Graspable handrails
- Floor covering should be intact and secured to stairs

### Sleeping Rooms

- Proper egress window or door open to the outside required
- Proper light and ventilation

### Windows

- No broken/cracked glass
- Easily openable and remains open without the use of a prop
- Openable windows if they have screens must be in good repair
- Weathertight
- Window frame and sashes must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk

## Doors

- Fits frame, closes and latches securely
- Proper working hardware
- Weathertight and rodent proof
- Unit exit and entrance doors require deadbolt locks
- Storm/screen doors are maintained in good condition with functioning closers

## Kitchen

- Cabinets and counters must be in good repair
- No loose or dripping faucets
- Drains must function properly, free of obstructions
- Appliances are plugged directly into outlets without the use of extension cords or adapters
- Gas appliances must be connected properly with approved fittings/connectors

## Bathroom

- Sink and tub/shower properly installed and maintained in good repair with caulking intact
- Toilet properly installed with all components intact and properly secured, maintained and functioning
- Light fixture required
- Bathroom cabinets must be in good repair
- No loose or leaking faucets
- Mechanical venting must work if present

## Foundation / Basement

- All foundations of every structure shall be maintained structurally sound, watertight and in good repair.

## Electrical

- Adequate service and outlets
- Properly installed service panel
- All fuse and circuit breaker functions must be accurately labeled
- Spliced wiring must be in an approved electrical junction box
- A bonding jumper must be installed on the water meter
- Fixtures must be intact and properly functioning
- All lights, switches and receptacles must be operable
- Extension cords cannot be used in lieu of permanent wiring
- Cover plates required on all outlets, switches, and junction boxes
- All wiring must be properly installed, supported and protected
- Accessible three prong receptacles will be checked for grounding and polarity
- Two prong receptacles converted to three prong must be properly grounded
- All receptacles that are replaced and are within six feet of water are required to be GFCI protected

## Mechanical

- Heating facility must be properly installed and maintained
- Heating appliance must maintain interior temperature of 65 degrees from October 1 to May 15
- Temporary heating devices shall not be used as primary sources of heat
- Fuel burning facility must be connected to an approved chimney, flue or vent

- Temperature pressure relief valve on hot water tank must have extension pipe installed and cannot be more than six inches from the ground

## Plumbing

- All plumbing must be installed and maintained to code
- Fixtures must be free of leaks, corrosion and in proper working order
- Hot and cold running water with adequate pressure required to each fixture
- Waste lines must be properly installed and vented
- No leaking faucets or pipes
- Unused gas & plumbing lines must be capped
- All pipes must be free from defects and obstruction, and properly secured

## Smoke Detectors

- All smoke detectors shall be installed to code and to manufacturer's requirements with working batteries and functional connections
- A minimum of one approved smoke detector in the sleeping area is required
- Carbon monoxide detectors are recommended, but not required

## General

- Storage of paint, paper, boxes, rags or other combustible/flammable material not allowed within 5 feet of gas-fired appliances (furnace, water heaters, etc.)
- Path of egress to windows and doors shall not be blocked by debris, storage, trash, snow, ice or other obstruction
- Basements and attics must meet all permit construction requirements for light, ventilation, egress, etc. prior to being used as habitable space
- Cellars/crawlspaces shall not be used as habitable
- Rental inspections are conducted every two years
- Inspections need to be scheduled and completed within two weeks after receipt of the application.

***The above checklist is based on the Village of Lawton Ordinances and the International Property Maintenance as adopted by the Village of Lawton.***

***For more information, please visit [www.LawtonMI.org](http://www.LawtonMI.org) or contact Code Enforcement at (269) 535-7463.***