



# Borough of North East Rental Inspection Program Checklist

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## Exterior Property Checklist

### **Chimneys**

- Mortar joints
- Missing brick(s)

### **Roofs**

- Damaged / in disrepair
- Notes \_\_\_\_\_

### **Gutters/Downspouts**

- Missing gutters and/or downspouts
- Gutters / downspouts need repair

### **Exterior Walls /Trim**

- Walls need repair
- Broken trim/corner boards
- Deteriorated/rotten siding
- Deteriorated soffit and/or fascia boards
- Loose and/or peeling paint
- Notes \_\_\_\_\_

### **Foundation Walls**

- Mortar joints loose/deteriorating
- Repairs needed
- Notes \_\_\_\_\_

### **Steps, Handrails/Guards**

- Broken/missing steps
- Missing handrails/guardrails
- Poor condition/not firmly fastened
- Notes \_\_\_\_\_

### **Windows & Doors / Frames and Trim**

- Repair window frames
- Provide screens
- Broken/cracked glass
- Deteriorated frame/sash
- Missing glass
- Doors and frames not maintained
- Missing/broken knobs
- Inadequate locks

### **Exterior Yard Areas**

- Accumulation of rubbish and garbage
- Overgrown weeds or grass
- Unregistered or junk vehicles
- Notes \_\_\_\_\_



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## Interior Property Checklist

### Living Room and/or Dining Room

- Defective/missing smoke detector
- Insufficient electrical outlets
- Defective windows
- Defective walls
- Defective ceilings
- Defective floors
- Hazardous use of electrical extension cords
- Missing/ damaged outlet covers
- Defective windows/hardware
- Defective doors/hardware
- Defective floors
- Defective walls
- Defective ceilings
- Notes \_\_\_\_\_

### Kitchen

- Defective sink/faucet
- Defective drains
- Insufficient water pressure
- Kitchen cabinetry defective
- Defective floors
- Defective ceiling
- Defective walls
- Insufficient electric outlets
- Hazardous use of electrical extension cords
- Insects/vermin present
- Notes \_\_\_\_\_

### Bathroom

- Defective toilet
- Defective bathtub/shower
- Inadequate ventilation
- Defective drains
- Electrical hazards
- GFCI needed
- Defective floor
- Defective walls
- Defective ceiling
- Privacy door needed
- Notes \_\_\_\_\_

### Bedrooms

- Defective/missing smoke detector(s)
- Insufficient electrical outlets

- Defective windows
- Defective walls
- Defective ceilings
- Defective floors
- Hazardous use of electrical extension cords
- Area too small (min 70 sq.ft.)
- Notes \_\_\_\_\_

### Bedrooms

- Defective/missing smoke detector(s)
- Insufficient electrical outlets
- Defective windows
- Defective walls
- Defective ceilings
- Defective floors
- Hazardous use of electrical extension cords
- Area too small (min 70 sq.ft.)
- Notes \_\_\_\_\_

### Bedrooms

- Defective/missing smoke detector(s)
- Insufficient electrical outlets
- Defective windows
- Defective walls
- Defective ceilings
- Defective floors
- Hazardous use of electrical extension cords
- Area too small (min 70 sq.ft.)
- Notes \_\_\_\_\_



## Borough of North East Rental Inspection Program Checklist

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### Interior Property Checklist -Continued

#### **Basement**

- Improper gas shut-off valve
- Defective flue pipe
- Flue not mortared to chimney properly
- Improper water heater connection
- Hot water tank discharge pipe needed
- Uninspected electrical service panel
- Improper wiring
- Exposed wiring/boxes
- Improper use of 30 amp fuses
- Washing machine safe-waste needed
- Improper drains
- Improper stairs and/or handrails
- Smoke detectors absent
- Illegal basement sleeping rooms
- Foundation repairs needed
- Broken basement windows
- Unsanitary condition present (sewage)
- Basement Unsanitary (garbage, junk etc.)
- Insects and/or vermin present
- Notes \_\_\_\_\_

#### **Attic**

- Insufficient handrails/guards
- Defective steps
- Absent smoke detector
- Exposed wiring/boxes
- Roof leaks
- Unsanitary or Fire Hazard (accumulation of debris)
- Broken windows
- Note \_\_\_\_\_

#### **Zoning**

- Property not in compliance with zoning regulations
- Follow up required
- Notes \_\_\_\_\_

#### **Fire and Life Safety Issues**

- Means of Egress issues
- Smoke detectors
- Notes \_\_\_\_\_



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