



## **RENTAL HOUSING INSPECTION FORM & CHECKLIST**

*Please review the following checklist. The rental inspector will look for, but is not limited to, the following items when inspecting your property in accordance with the 2012 edition of the International Property Maintenance Code, (“IPMC”) and the City of Orchard Lake’s Ordinances, (“City Ordinances”).*

### **Interior**

- Every interior stairway, toilet room, kitchen, bathroom, laundry room, boiler and furnace room shall contain at least one electric luminaire (hard wired light). [IPMC 605.3]
- For purposes of inspection every electric luminaire must be provided with at least one working light bulb.
- Every habitable space shall have at least one openable window for ventilation. [IPMC 403.1]
- Every bathroom shall contain an openable window or an approved mechanical exhaust fan discharging to the outdoors. [IPMC 403.2]
- Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. [IPMC 605.2]
- Every toilet room floor and bath/shower wall shall be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition. [IPMC 305.3]
- Sleeping areas, (bedrooms) constructed after August 1, 2008 are not allowed in basements unless proper egress windows or equivalent are installed. [IPMC 402.1, 404.4 & 702.4]
- For purposes of safety, every interior or exterior flight of stairs having four or more risers, and every open portion of a stair, landing or balcony which is more than 30 inches above the floor or grade below shall have grip-able handrails and guards. [IPMC 307.1]
- All doors must open and close freely and all exterior doors must be properly sealed. [IPMC 304.15, 304.18 & 305.6]
  - All deadbolt locks must be the “thumb-turn” type. Keyed deadbolts (use of key required to unlock door from the inside) are prohibited. [IPMC 304.18.1 & 702.3]
- All window glazing, (interior & exterior) shall be free of cracks and chips. [IPMC 304.2 & 304.13]
  - Every openable window, during warm weather, must be provided with a tightly fitting screen that is free of rips or holes. [IPMC 304.14]
  - All windows must open and close freely and lock securely. [IPMC 304.13.2]
- All peeling paint on the interior shall be repaired. [IPMC 304.3]
- All sinks, toilets, showers, and tubs shall be in working order and free from leaks. [IPMC 504]

- Smoke Alarms:** Single or multiple-station smoke alarms shall be installed and maintained at all of the following locations: [IPMC 704.1, 704.2, 704.3 & 704.4]
  - On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
  - In each room used for sleeping purposes.
  - In each story within a dwelling unit, including basements and cellars, but not including crawl spaces and uninhabitable attics.
- Mechanical Appliances:** All mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function. [IPMC 603] It is recommended that you have a furnace or boiler inspection for safe operation, serviceability, and absence of carbon monoxide leaks in the home or apartment by a State of Michigan Licensed Furnace or Boiler Inspector. If an inspection is performed, please provide a copy of the inspection certification to the Building Department.
- Seal around the furnace and water heater flue pipes where they penetrate the basement wall or chimney. This must be done with approved chimney cement. [IPMC 603.1 & 603.2]
- For the purpose of maintenance, storage shall not be located within three feet of the furnace or water heater or in front of electrical panels. [IPMC 603.3 & 605.1]
- Combustible, flammable, explosive or other hazardous materials, such as paints, volatile oils and cleaning fluids, or combustible rubbish shall not be stored in the dwelling or where they may pose a hazard on or at the property. [IPMC 603.3]
- The pressure temperature discharge pipe (drip tube) on the water heater must not end higher than 4 inches above the floor. The discharge tube shall not be P.V.C. (plastic) material. [IPMC 505.4]
- Every laundry area shall contain at least one grounded type receptacle (GFCI). [IPMC 605.2]
- Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and in good repair. [IPMC 304.10]
- Every interior handrail and guard shall be firmly fastened and capable of supporting normally imposed, vertical and horizontal loads, (200 pounds of force) and shall be maintained in good condition. [IPMC 304.12]
- Utility sink must have a vacuum breaker attached to the faucet. [IPMC 505.2]
- An approved metal dryer vent must be attached to the clothes dryer and exhausted to the outdoors and in accordance with the manufacturer's instructions. [IPMC 403.5]

## **Exterior**

- All premises and exterior property shall be maintained free from weeds or plant growth in excess of 6 inches in height. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs. [IPMC 302.4] Noxious weeds shall be defined and as stated in the "Anti-Blight" City Ordinance Section 5.07B.
- Property must be free from debris, garbage, or other rubbish, [IPMC 308] and the "Anti-Blight" City Ordinance Section 5.07B.
- No disabled vehicles are allowed to be stored on property (a disabled vehicle shall mean any vehicle which is incapable of being self-propelled upon the public streets, or which does not meet the requirements for operation upon the public streets, including a current license). [IPMC 302.8]

- Exterior surfaces of all structures and accessory structures, including walls, trim, windows, doors, and skylights, and their frames, and skylights must be sealed against the weather and free from rotting wood and peeling paint. [IPMC 301, 302.7, & 304]
- All foundations walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests. [IPMC 304.5]
- Fences and gates must be maintained and properly erected. [IPMC 302.7 & 303.2]
- Garages, sheds, pools, decks, or other accessory structures must be in good repair, [IPMC 302.7 & 304] and shall be in compliance with the Anti-Blight City Ordinance Section 5.07B.
- All chimneys shall be maintained to be structurally safe and sound, and in good repair. [IPMC 304.11]
- The roof and flashing shall be sound, tight and not have defects that admit rain and moisture. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. [IPMC 304.7]
- Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. [IPMC 304.7]
- Every window, other than a fixed window, shall be easily openable and locked, and capable of being held in position by window hardware. [IPMC 304.13.2]
- All exterior doors should be provided with an electric luminaire (hard wired light) in the direct vicinity of the door. [IPMC 402.3]
- For purposes of inspection all luminaries must be provided with at least one working light bulb.
- Every exterior handrail and guard shall be firmly fastened and capable of supporting normally imposed vertical and horizontal loads, (200 pounds) and shall be maintained in good condition. [IPMC 304.12]
- All hose bibs, (exterior faucets) must have a vacuum breaker attached. [IPMC 505.2]
- Drainage of roofs and paved areas, yards and courts and other open areas on the premises shall not be discharged in a manner that creates a public nuisance. [IPMC 507]

***The owner or manager is expected to have met these minimum requirements prior to the inspection. In order to complete inspections expediently, we ask that all windows are accessible and that any blinds or shades be in their open position, all foundations free of debris and vegetation, and all light fixtures must have at least one operable bulb installed.***