

KENNETT TOWNSHIP RENTAL HOUSING INSPECTION FORM

Codes Enforcement Department

Exterior Inspection – Part I: *Unit Identification*

Property Name: _____

Property Address: _____

Check the box next to each item **ONLY** if the item is found to be in compliance.

Exterior Checklist	Comments
<input type="checkbox"/> <u>Storage of Junk and rubbish and/or overgrown vegetation</u> (Household trash, tires, scrap wood, scrap metal, other items not intended for outdoor use – Property must be clear from any overgrown vegetation and/or weeds.)	
<input type="checkbox"/> <u>Dumpsters & Trash cans</u> (Must be properly enclosed, free from trash overflow, and properly covered.)	
<input type="checkbox"/> <u>Inoperable/Unregistered Vehicles</u> (DMV Non-operations permits do not qualify as current registration.)	
<input type="checkbox"/> <u>Foundation Vent Screens/Crawl Space Covers</u> (Spaces must be properly covered. Screens must be in good working condition.)	
<input type="checkbox"/> <u>Roof/Ceiling</u> (Must be free from holes, leaks, etc.)	
<input type="checkbox"/> <u>Stairways , decks, porches, balconies – Landings/ treads/ risers/ balusters/ & railings</u> (Must be structurally sound, in good repair with proper anchorage and capable of supporting the imposed loads – includes attachments to any of these structures. Must not be rotting, deteriorating, loose, etc. and the balusters must not exceed 4" apart or in accordance with code at the time of construction.)	
<input type="checkbox"/> <u>Exterior Walkways</u> (Must remain clear at all times and free from any trip hazards.)	
<input type="checkbox"/> <u>Exterior Lighting</u> (Must function properly and must have cover and be free from any exposed wiring.)	
<input type="checkbox"/> <u>Infestation of vectors or rodents</u> (Property must be clear of all vector or rodent infestation.)	
<input type="checkbox"/> <u>Electrical/Gas Meters – Multi Family Only</u> (Must have proper labeling, be properly protected, and must not be tampered with.)	
<input type="checkbox"/> <u>Fire Extinguishers – Multi Family Only</u> (Must be properly serviced, labeled, and stored.)	
<input type="checkbox"/> <u>Fire Protection Systems – If Applicable</u> (All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the International Fire Code.)	
<input type="checkbox"/> <u>Miscellaneous</u> (Any additional code violation not listed above.)	

I acknowledge that I have been informed of the inspection results for the aforementioned unit. (A copy of this form is provided to the tenant.)

Name: (Please print): _____ Phone Number: _____

Relationship to Property: _____

Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.

Code Official: _____ Date: _____

KENNETT TOWNSHIP RENTAL HOUSING INSPECTION FORM

Codes Enforcement Department

Interior Inspection – Part II: *Unit Identification*

Property Address:	Unit Number:
Tenant Name:	Phone Number:

Check the box next to each item ONLY if the item is found to be in compliance.

Interior Checklist	Comments
<input type="checkbox"/> Hot/Cold Running Water (Unit must have hot/cold running water.)	
<input type="checkbox"/> Electrical Power (Unit must have electrical power.)	
<input type="checkbox"/> Heat (Unit must be permanently installed and properly functioning.)	
<input type="checkbox"/> Sewage Disposal Systems (Unit must have a proper sewer system and must be clear of any surfacing sewage indoors or outdoors.)	
<input type="checkbox"/> Entry Doors (All doors and door jambs have strike plates that are secure, not loose; entry doors have a standard deadbolt with thumb latch at interior, locking mechanisms do not exceed 48" in height, a peephole, and are weather sealed.)	
<input type="checkbox"/> Vector Infestation or Rodent Harborage (Unit must be clear of any infestation.)	
<input type="checkbox"/> Mechanical (All mechanical equipment in the unit must properly function including; appliances, venting systems, thermostats, smoke detectors, carbon monoxide detector, air conditioning unit – if provided, etc. *Bathrooms must have operable window or exhaust vent.)	
<input type="checkbox"/> Electrical (All wiring must be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates must have appropriate coverings. Electrical panel must be labeled. GFCI outlets must function and be installed in bathrooms, kitchen, exterior, and garage..)	
<input type="checkbox"/> Plumbing (Proper plumbing required throughout unit – no leaks, must have P-traps, must have proper caulking, toilets must be secured to ground and sinks must be secured to walls. Water heaters are installed in an approved location, and have seismic strapping, operable temperature relief valve and drain line, venting, and a minimum 110 degrees water temperature. Sump pumps must discharge to exterior)	
<input type="checkbox"/> Counters and Sink Surfaces (Surfaces are in good condition – no significant cracked, chipped or missing pieces, and not constructed with porous material.)	
<input type="checkbox"/> Windows (All windows must have proper weather protection and can be opened and closed easily, and have no missing or broken glazing. Bedroom egress windows are not blocked by furniture or air conditioners, and any security bars can be released from the interior.)	
<input type="checkbox"/> Flooring (Floors must be in good condition, free from holes/missing pieces and do not create a trip hazard or unsanitary conditions.)	
<input type="checkbox"/> Foundation/Sub-flooring (Must be in good condition, must not be buckling or sagging.)	
<input type="checkbox"/> Walls/Ceiling (Must be clear of holes, missing sections, must not be collapsing, buckling or sagging.)	
<input type="checkbox"/> Smoke Detector/Carbon Monoxide Detector (Smoke detectors must be working, and are located in hallways leading to and inside rooms used for sleeping purposes. Carbon Monoxide detectors are located outside each sleeping area and on each level of a dwelling including basements. Installation must be per manufactureres instruction and per adopted codes of Kennett Township.)	
<input type="checkbox"/> Miscellaneous (Any additional code violation not listed above.)	

I acknowledge that I have been informed of the inspection results for the aforementioned unit. (A copy of this form is provided to the tenant.)

Name: *(Please print):* _____ **Phone Number:** _____

Relationship to Property: _____

Signature: _____ **Date:** _____

Tenant Signature: _____ **Date:** _____

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.

Code Official: _____ **Date:** _____