



City of Centerville Rental Inspection Checklist

All rental properties within the City of Centerville must be registered by January 1 each, and must be regularly inspected according to the schedule in the Administrative Policy. The checklist below is a simplified summary of items that will be inspected during the inspection process. This document should be understood as general guidance to the Rental Housing Inspection Program and should not be construed as legally binding code.

ADMINISTRATIVE COMPLIANCE

1. Property and units registered with the City of Centerville.
2. Ownership and contact information clearly defined on the registration form.
3. Registration fees paid.
4. Landlord contact information posted visibly on site.

EXTERIOR AREAS/STRUCTURE

1. Property has house numbers clearly visible from the street.
2. Roof and walls are not deteriorated and do not have peeling paint in excess of 50% of the area.
3. Accessory buildings and fences in good repair.
4. Doors are operable and able to be locked.
5. Windows and skylights are operable and in good repair.
6. Chimneys appear to be structurally safe and in good repair.
7. Foundation appears to be adequate and in good repair.
8. Property does not have broken, rotten, split, or buckled walls.
9. Stairways, porches, decks, and balconies have flooring, supports, and handrails in good condition.
10. Site appears to have adequate grading and drainage.
11. Known cisterns, wells, or other hazards are fenced, covered, or filled.
12. Property does not have an accumulation of weeds or brush. Yard is properly mowed.
13. Property does not have an accumulation of garbage, junk, or debris.
14. Property is not providing habitation for rodents, wild animals, or other vermin.
15. Property does not have any illegal vehicles on site.
16. Property does not have unsafe storage of combustible material.

INTERIOR AREAS/STRUCTURE

1. Walls, ceilings, and floors structurally sound and in good repair.
2. The building is maintained in a safe and sanitary condition.
3. All stairs are in sound condition and good repair. All stairs must have handrails and balusters or similar feature that prevents a fall hazard from open-sided stairs.
4. Handrails firmly fastened and in good repair for all stairs.
5. All habitable rooms are provided with adequate electrical service for proper illumination.

PLUMBING

1. Rental unit has use of operable kitchen sink, toilet, and bathtub or shower.
2. All applicable plumbing fixtures have hot and cold water and are connected to sanitary sewer system with proper clearance for usage and cleaning.
3. Bathrooms provide adequate privacy and ventilation.
4. Clothes dryer properly vented to the outside with metal vent pipes.

ELECTRICAL/MECHANICAL

1. Electrical service is properly maintained and is sufficient to support the electrical load.
2. Adequate clearance for service is provided on the control side of all HVAC and utility appliances.
3. Each unit has heating facilities capable of maintaining a room temperature of 68 degrees Fahrenheit in all habitable rooms and bathrooms. Cooking appliances and portable heating units shall not be used to provide heating to meet requirement.
4. All electrical equipment, wiring, lighting, and appliances are properly installed and maintained in a safe and approved manner.
5. Electrical panels are accessible, clearly marked, and circuits are properly labeled.
6. Fuel fired equipment has appropriate and operable flues and shutoff valves.
7. Every habitable room and every bathroom contains at least one (1) properly installed electrical outlet.
8. Every laundry room contains at least one (1) grounded-type receptacle or a ground-fault circuit interrupter (GFCI).
9. There are cover plates on all outlets, switches, and junction boxes.
10. GFCI outlets installed for all outlets within six (6) feet of a water source.
11. Water heaters have a properly installed pressure relief valve (PRV) with the discharge pipe reaching to within six inches of the floor.

FIRE SAFETY REQUIREMENTS

1. Place one smoke alarm in each sleeping room. Place one smoke alarm immediately outside of sleep areas (e.g. hallway). Place at least one smoke alarm on each floor, including the basement.
2. All sleeping rooms have safe and appropriate access to an operable window for egress.
3. Each unit has an appropriately-sized, ABC-rated fire extinguisher.
 - a. For single-family properties, one properly maintained fire extinguisher, with a minimum size of 1-A 5-BC, must be present within the home.
 - b. For multi-family properties, there must be a minimum 2-A 10-BC extinguisher – checked and tagged by a qualified service person annually – located within 75 feet of each unit's main entrance with a minimum of one (1) per floor or within each unit.
4. Place one carbon monoxide detector immediately outside of sleeping rooms, such as in the hallway. There must be at least one carbon monoxide detector on each floor, including the basement. (Only applies to properties with a potential carbon monoxide source.)
5. Fire alarm and suppression systems properly installed and operational where required.
6. Two clear and passable egress routes exist for each floor above the first floor.
7. All egress doors and windows are operable without need to for keys, special knowledge or effort.
8. All fire resistance rating of walls, fire stops, floors, and doors, etc. are properly maintained.