BOROUGH OF WILSON
RESIDENTIAL RENTAL UNIT INSPECTION CHECKLIST

INSPECTION DATES INFORMATION: INITIAL INSPECTION

1ST RE-INSPECTION _______________ 2ND RE-INSPECTION _______________ 3RD RE-INSPECTION _______________

PROPERTY ADDRESS

APT./UNIT # ________ TAX MAP PARCEL # ___________ BORO GEOGRAPHIC AREA ______________________

PROPERTY OWNER NAME

ADDRESS

PHONE # (DAY) __________________ PHONE # EVENING __________________ FAX # __________________

PROPERTY MANAGER NAME (IF APPLICABLE)

MAILING ADDRESS

PHYSICAL ADDRESS (IF OTHER THAN ABOVE)

PHONE # (DAY) __________________ PHONE # EVENING __________________ FAX # __________________

THE FOLLOWING ITEMS WILL BE EVALUATED AT THE INSPECTION FOR EVERY RESIDENTIAL UNIT:

YES ___ NO ___ Street address is legible and displayed in four (4) inch Arabic characters on the building.

YES ___ NO ___ Exterior sidewalks, walkways, stairs, driveways, parking areas and similar spaces are in proper state of repair.

YES ___ NO ___ Exterior wall surfaces are maintained in a proper state of repair so as to be able to prevent infestation by rodents.

YES ___ NO ___ All units are provided with means of egress areas (halls, doors, stairs, fire escapes, etc) to grade which are adequately lighted and unobstructed, with all stairs to grade maintained in a sound and stable condition.

YES ___ NO ___ Every sleeping room located in a basement is provided with at least one (1) operable window or exterior door approved for emergency egress or rescue; or has access to two (2) approved independent exits.

YES ___ NO ___ Buildings exceeding two (2) stories above grade, not including basement, are provided with at least two (2) approved independent exits from each floor above the second, fully accessible to each unit on the floor.

YES ___ NO ___ Gutters and downspouts are provided as required.

YES ___ NO ___ Adequate provision of containers for disposal of garbage and trash.

YES ___ NO ___ Working “Exit” signs and emergency lighting are provided at all stairs, halls, etc. as required.

YES ___ NO ___ In buildings of more than one (1) unit, fire rated doors are provided as required. Fire rated doors are provided between garage and living space areas of all buildings.

YES ___ NO ___ Exterior areas are free from tall grass and weeds in excess of twelve (12) inches.

YES ___ NO ___ No areas of standing water exist on exterior areas or interior common areas such as basement, laundry, etc.

YES ___ NO ___ Locks on means of egress doors are readily operable from the inside without the need for keys or special effort.

YES ___ NO ___ Door locks are provided on all individual unit egress doors.
YES ___ NO ___ Windows, doors and frames are in sound condition and weather tight, with no holes or broken panes in glazed surfaces.

YES ___ NO ___ All interior stairs and railings are maintained in sound condition.

YES ___ NO ___ All stairs, interior or exterior, having more than four (4) risers and every portion of a stair, landing or balcony greater than thirty (30) inches above grade or floor level are provided with applicable handrails and/or guardrails with openings no greater than four (4) inches.

YES ___ NO ___ Interior walls are free from large breaches (holes).

YES ___ NO ___ Obvious signs of major insect infestation are not present.

YES ___ NO ___ All dryers are vented to the exterior of the building.

YES ___ NO ___ All windowless bathrooms are provided with either an openable window or mechanical ventilation.

YES ___ NO ___ Kitchen and bathroom floors are of an impervious material.

YES ___ NO ___ Plumbing facilities are in working order and provide both hot and cold running water as required.

YES ___ NO ___ No portable heaters are provided, except as permitted in single family dwelling units only.

YES ___ NO ___ Cooking appliances are in working order. No cooking devices exist in bedrooms.

YES ___ NO ___ Central heating and cooling systems are in working order, with emergency shut off provided.

YES ___ NO ___ Temperature/pressure relief valve for hot water heater has a properly installed discharge pipe extending to within six (6) inches of the floor without any reduction in pipe diameter.

YES ___ NO ___ The electrical system, inclusive of service, fusing, circuit breakers outlets, receptacles and wiring show no visible and obvious defects that may constitute a hazard to the occupants of the premises. Cover plates are provided on all switches, receptacles and junction boxes.

YES ___ NO ___ GFCI type receptacles are provided where required.

YES ___ NO ___ Adequate amperage is provided for electrical service serving more than one (1) unit.

YES ___ NO ___ Smoke detectors are installed and in working order at all required locations, inclusive of bedrooms and on all levels, including basements and finished attics.

YES ___ NO ___ All fire detection, protection, alarm and suppression equipment/systems are maintained in proper operating condition.

YES ___ NO ___ Adequate fire protection equipment/systems are provided in buildings of four (4) stories or more.

ADDITIONAL COMMENT: ____________________________________________________________

______________________________________________________________________________

DATE BY WHICH VIOLATION(S) MUST BE CORRECTED: _________________________________________

INSPECTOR ___________________________ SIGNATURE ___________________________ DATE ___________________________

PROPERTY OWNER/MANAGER ___________________________ SIGNATURE ___________________________ DATE ___________________________

White Copy (Original) – Rental Inspection File   Yellow Copy – Owner/Manager