

## City of Windom-Rental Housing Checklist

This checklist can be used by property owners to prepare for the inspection. Not all items on the checklist will apply to every property. If you have questions about any of the items on this list, please call the Building & Zoning Office at 507-832-8660.

Property owners will be asked to provide the following information for each rental unit at the time of inspection of that unit:

- Number of Bedrooms
- Number of Current Occupants
- Current Tenant
- Signed "Tenant Consent Form" (*if tenant cannot be present*)
- "Notice Confirmation Form" (*if owner gave tenant written notice of the inspection and tenant will not be present at the inspection and has not signed a "Tenant Consent Form"*).

3) Building Exterior	Pass	Fail	Not Appl.	Comments
Address/Unit Numbers				Address numbers on building that are visible from street. Unit number on main entrance to unit.
Foundation				No obvious structural damage, holes or water leakage.
Stairs/Railings/Decks				No wood rot. Rails secure and solid. Steps structurally sound.
Parking Lot/Garage				Parking lots sufficiently lit and have appropriate surface in reasonable repair. Garages structurally sound and in reasonable repair.
Accessible Route/Entrance				Parking lots, sidewalks, and entrances that are required to be accessible shall be maintained to meet ADA Standards.
Windows/Doors				Properly fitted and sealed. No broken glass. Egress windows and doors sized properly and operate freely. Exterior doors have locks.
Siding/Paint				Siding installed and maintained to prevent water intrusion. Wood siding not rotten and paint is adequate to prevent rot and water saturation.
Roof				Roof covering maintained to prevent water intrusion.
Electrical Hazards (GFI)				Outlets have GFI and have proper covers. Lights securely fastened. No exposed wires.
Exterior Lighting				Parking lots, sidewalks and stairs have sufficient lighting.
Intake/Exhaust Vents, Meters				Furnace, water heater, plumbing, clothes dryer and other vents must be unobstructed and have proper clearance. Gas and utility meters must be unobstructed.

### 4) Interior Common Areas, Public Areas

Lighting & Electrical Hazards				Outlets and switches have proper covers. Lights securely fastened. No exposed wires. Extension chords not used as permanent wiring.
Wall/Ceiling/Floor Condition				Plaster or drywall in good condition and not falling in or deteriorated. Floors solid and not rotten or falling in. Paint is not chipping or flaking.
Heating				Permanent heat source capable of maintaining heat through the entire space. Portable and temporary heaters are not allowed as a primary heat source.
Plumbing Fixtures				Not leaking. Hot and cold water where necessary. Hooked up to sanitary sewer.
Fire Extinguishers				Proper size extinguisher permanently installed and has inspection tag.

4) Interior Common Area (Cont.)	Pass	Fail	Not Appl.	Comments
Egress/Exits				Proper size and operate freely. No one-way deadbolts or latches that cannot be operated from inside the room.
Smoke/CO Detectors				Permanently installed and either hard wired or have working batteries.
Exit Signs/Emergency Lighting				Properly illuminated Exit signs permanently installed in proper locations. Emergency lighting installed and maintained to illuminate emergency escape routes.

5) Bathroom	1	2	3	Comments
Lighting/Electrical Hazards (gfi)				Outlets and switches have proper covers. Lights securely fastened. No exposed wires. Extension chords not used as permanent wiring. Outlets are GFI.
Wall/Ceiling/Floor Condition				Plaster or drywall in good condition and not falling in or deteriorated. Floors solid and not rotten or falling in. Paint is not chipping or flaking.
Toilet				Toilet functions properly and does not leak. Properly connected to sanitary sewer. Has permanent cold water supply.
Hot/Cold Water Sink				Sink provided that is properly connected to sanitary sewer. Has permanent hot and cold water supply.
Hot/Cold Water Shower/Tub				Shower or tub provided that is properly connected to sanitary sewer. Has permanent hot and cold water supply.
Ventilation				Bathrooms should have an exhaust fan or window that can be opened to allow for ventilation that is adequate to prohibit mold and/or mildew.

6) Bedroom	1	2	3	Comments
Lighting/Electrical Hazards				Outlets and switches have proper covers. Lights securely fastened. No exposed wires. Extension chords not used as permanent wiring.
Wall/Ceiling/Floor Condition				Plaster or drywall in good condition and not falling in or deteriorated. Floors solid and not rotten or falling in. Paint is not chipping or flaking.
Egress Opening				Bedrooms must have an egress opening that leads directly to the exterior that is properly sized and operates freely and easily.
Smoke/CO Detector				Permanently installed and either hard wired or have working batteries.
Heating/Ventilation				Permanent heat source capable of maintaining heat through the entire space. Portable and temporary heaters are not allowed as a primary heat source.

6) Bedroom (Cont.)	3	4	5	Comments
Lighting/Electrical Hazards				Outlets and switches have proper covers. Lights securely fastened. No exposed wires. Extension chords not used as permanent wiring.
Wall/Ceiling/Floor Condition				Plaster or drywall in good condition and not falling in or deteriorated. Floors solid and not rotten or falling in. Paint is not chipping or flaking.
Egress Opening				Bedrooms must have an egress opening that leads directly to the exterior that is properly sized and operates freely and easily.
Smoke/CO Detector				Permanently installed and either hard wired or have working batteries.
Heating/Ventilation				Permanent heat source capable of maintaining heat through the entire space. Portable and temporary heaters are not allowed as a primary heat source.

7) Kitchen	Pass	Fail	Not Appl.	Comments
Lighting/Electrical Hazards (gfi)				Outlets and switches have proper covers. Lights securely fastened. No exposed wires. Extension chords not used as permanent wiring. Outlets are GFI.
Hot/Cold Sink				Sink provided that is properly connected to sanitary sewer. Has permanent hot and cold water supply.
Wall/Ceiling/Floor Condition				Plaster or drywall in good condition and not falling in or deteriorated. Floors solid and not rotten or falling in. Paint is not chipping or flaking.
Stove/Oven (gas or electric)				Stove and/or oven, if provided, is permanently and properly installed. Gas stoves must be properly vented according to manufacturer.

7) Kitchen (Cont.)				Comments
	Pass	Fail	Not Appl.	
Food Storage/Prep Area				Countertops and other kitchen surfaces should be non-absorbent and free of cracks and other defects that could lead to bacteria growth.

### 8) Health and Safety

Access to Unit/Building				Building and individual units are accessible to fire and rescue workers. Hallways and emergency escape routes are free of obstructions. Exterior stairs in good repair.
Fire Exits/Signs/Lighting				Properly illuminated Exit signs permanently installed in proper locations. Emergency lighting installed and maintained to illuminate emergency escape routes.
Electric Service Panel/Utility Meters				Electrical panels and utility meters must be unobstructed.
Fire Extinguishers				Proper size extinguishers permanently installed in the proper locations and have inspection tag.
Smoke Detectors				At least one installed on every habitable level.
Air Quality/Ventilation				Air quality throughout the building is clean and not damp and/or musty which could lead to mold and mildew or sickness.
Infestation Evidence				Infestation such as mice, rats, ants, termites, roaches and other pests and rodents is not evident.
Sanitation/Mold & Mildew				Permanent fixtures, walls, ceilings, floor coverings and exteriors are overall clean and sanitary, not dilapidated, and free of mold, mildew, etc.
Adequate Heat Source				Permanent heat source capable of maintaining 68 degree temperatures throughout the building. Gas heaters must be properly vented.
Habitable Space per Occupant				Sufficient habitable space per occupant (Maximum Density) as set forth in the ordinance.
Garbage/Recycling Space				Garbage and recycling containers provided that are adequate size for the number of tenants or rental units.
Elevator				If provided, elevator is maintained and inspected by the proper AHJ. All functions work as intended.

### 9) Summary

Results: Pass  Fail  No Access  (Owner responsible to reschedule. Subject to additional inspection fees.)

### 10) Comments

Repairs/Work Order

### 11) Certificate of Compliance

This form will serve as a compliance certificate if the unit passes inspection. One copy of the form shall stay with the rental unit, one copy for the owner, and the original will be kept on file at City Hall.

### 12) Signature

Repairs listed under 10) above must be made by \_\_\_\_\_. By signing below you agree to make the required repairs by the specified date and schedule a re-inspection. You also agree to pay any re-inspection fees that may apply. Appeals of this inspection must be made in writing to the City of Windom, 444 9<sup>th</sup> Street, PO Box 38, Windom, MN 56101. Appeals must be received before the specified repair date above.

	Date:
Owner or Authorized Agent Present for Inspection	City of Windom Building Official