

# RENTAL INSPECTION REPORT SHEET

**Please complete this sheet per unit**

For a one-family home, this sheet is all that is required. If the rental property has multiple units i.e. two-family dwelling, apartment complex, etc. you must complete one of these sheets per unit. Additional sheets may be found in the Rental Office, or online at [www.tohrentalpermits.com](http://www.tohrentalpermits.com)

Unit: \_\_\_\_\_  
(Unit 2, Apartment 3B, etc.)

Not applicable, this is a single family dwelling

| Exterior   |      |      |     |          |
|--|------|------|-----|----------|
| Description  | Pass | Fail | N/A | Comments |
| Exterior in good repair and sanitary   |      |      |     |          |
| Exterior walls are free from holes or rotting material   |      |      |     |          |
| Roofs, drains, gutters and downspouts appear in good condition   |      |      |     |          |
| Street address plainly legible   |      |      |     |          |
| Free of unregistered vehicles (no more than 1 unregistered vehicle)  |      |      |     |          |
| Free from litter & debris  |      |      |     |          |
| Grass does not exceed ten (10) inches in height  |      |      |     |          |
| Fences (if present) are in good repair   |      |      |     |          |
| Interior   |      |      |     |          |
| All rooms are in good repair and sanitary  |      |      |     |          |
| All rooms are free from electrical hazards   |      |      |     |          |
| Plumbing fixtures are operating properly in kitchen and bathroom(s), hot & cold water are working  |      |      |     |          |
| All bedrooms are free from overcrowding  |      |      |     |          |
| All handrails and railings are secured   |      |      |     |          |
| All stairs and landings are clear of stored items and tripping hazards   |      |      |     |          |
| Working smoke detectors are present in each bedroom, common hallway, and on each story including basements and cellars   |      |      |     |          |
| Working carbon monoxide detectors are present on each level with bedrooms and within fifteen (15) ft. of sleeping areas as well as on each story with a carbon monoxide source                           |      |      |     |          |
| Certificates of Occupancy  |      |      |     |          |
| Dwelling has a Certificate of Occupancy ( <b>Note: dwelling does not require a certificate of occupancy if it was constructed before 1934. If the dwelling does not require a C/O please check N/A</b> ) |      |      |     |          |
| Letter in Lieu   |      |      |     |          |
| Additions or extensions  |      |      |     |          |
| Finished basement and/or attic   |      |      |     |          |
| Interior alterations   |      |      |     |          |
| Swimming pool  |      |      |     |          |
| Decks  |      |      |     |          |
| Other  |      |      |     |          |

Licensed professional's initial \_\_\_\_\_