



## City of Bronson Rental Inspection Checklist

Rental property inspections are made on a routine basis, once every two years. Sometimes it is more convenient to perform maintenance or make repairs *prior* to an inspection, or between tenants, when an inspection is not scheduled.

**To Get a Head Start ...** Use this checklist prior to a routine inspection. You may avoid a lengthy inspection and potentially costly re-inspection fees.

Note: THIS IS NOT AN ALL ENCOMPASSING LIST. While it is impossible to list every violation of the housing code that may occur, this list contains violations that are commonly found during routine inspections. If you have a question about a specific situation or concern, it is suggested that you contact the Code Enforcement Officer at 269-729-9244.

### **RENTAL INSPECTION CHECKLIST**

#### **Outside**

- Are the street numbers visible from the road for each unit? (4" high minimum)
- Is the siding/paint in good condition?
- Roof and gutters in good repair?
- Is the garage in good condition?
- Are the steps, decks, and landings in good condition and safe to use?
- Are the handrails and guardrails in good condition and safe to use? Height between 30 and 42 inches, spindles spaced at 4 inches? There are some exceptions to this rule.
- Is garbage properly stored?

#### **Throughout the House**

##### **Windows**

- Any cracked or broken windowpanes?
- All windows that are within six (6') feet above ground level have locking (non-key) hardware?
- All window putty in good condition?
- All operable windows have screens? (No rips, tears, or holes)
- All window frames, sashes, and sills in good condition and weather proof?

##### **Doors**

- All exterior doors have locks?
- All exterior doors tight against the weather?
- Do all doors open and close easily?
- Screen and storm doors in good condition, with adequate hardware?

- In a multi-family – do the fire doors self-close to latching? Doors providing access to a dwelling unit shall be equipped with a deadbolt lock. (A sliding bolt is not acceptable)

### Surface Coverings

- Are all the walls and ceilings free from peeling paint and loose plaster?
- Any holes in the walls, ceilings, or floors repaired in a workman-like manner?
- Are the floor coverings in good condition and easy to clean?
- Is the carpet ripped or torn, or otherwise causing a possible trip hazard?

### Electrical System

- Are all cover plates for outlets, switches, and junction boxes in place?
- Do closet light fixtures hang down on wires? They will need to be updated or removed.
- Many other conditions require electrical repairs or upgrade. Please call if you have any questions, or contact your electrician.

### Other

- Does each room (particularly bedrooms and bathrooms) have adequate heat? Electric portable heaters are not permitted as the primary heat source.
- Are there too many people in the unit? Look for at least 50 square feet of bedroom area per person (including babies). Other restrictions apply, but this is the most common problem.

### In the Basement

- Stair safety? Broken treads, loose runners, even sizes and heights?
- Handrail in place?
- Is there an open side of stairs? It needs a guardrail or guards with spindles spaced no more than four inches apart.
- Plumbing leaks? Pipes supported?
- Check the water heater for a T&P valve and metal drip leg?
- Dryer vented outside?
- Washer properly hooked up and drained?
- Check the clearance on chimney flues? Six inches normal minimum.
- Fuses properly sized? (Look for 15 amp ratings and type S fuses on a 60-amp service, or the unit can have a 100-amp service.)
- Smoke detector working?
- Sleeping in the basement is prohibited unless there is an adequate means of egress.

### In the Kitchen

- Sink dripping?
- Trap leaking?
- Drains open and clear?
- Adequate outlets and circuits? (Grounded-type or GFCI outlet within six (6') feet of the sink.)
- Light fixtures have switches?
- Mice and rodents need extermination?
- Proper sanitation?

- At least one openable window?

### **In the Bathroom**

- Toilet working properly?
- Shower, tub, or lavatory dripping faucets?
- Proper traps and drains flow easily?
- Vent fan or operable window?
- At least one GFCI outlet?
- Door closes and locks to provide privacy?

### **In the Living Room**

- At least two outlets and a light.

### **In the Bedrooms**

- At least two electrical outlets, one each on opposing walls.
- Smoke detector working? (Smoke detector also required outside of each bedroom / sleeping area.)
- At least one openable window.

### **Help**

For assistance or to obtain a copy of the International Property Maintenance Code, please call the City's Building Code Official at (267) 729-9244. A copy may also be obtained at the City Hall at 141 S. Matteson Street, Bronson, MI 49028. A fee will be charged to obtain a copy of the Code.

### **Permits**

Electrical, mechanical, and plumbing permits are issued by the County of Branch. Forms are available from the County of Branch Building Inspectors Office, 23 E. Pearl Street, Coldwater, Michigan. Telephone: (517) 279-4303.

Electrical permits are required for any work other than routine maintenance. These will only be issued to a licensed electrical contractor.

Most building permits will be issued either to a licensed contractor or to the property owner.