



RENTAL INSPECTION CHECKLIST
(Effective July 28, 2015)

www.cedar-rapids.org/government/departments/code-enforcement

TO GET A HEAD START...Use this checklist prior to your scheduled inspection. It may help you to avoid potentially costly reinspection fees. Please note that this list is not intended to include every possible violation of the housing code, but it does contain violations that are most commonly found during routine inspections.

The Cedar Rapids City Council adopted the 2015 version of the International Property Maintenance Code on July 28, 2015. As a result a few changes have been enacted and are bolded in this checklist. (Please note that these are just a few significant changes to the code.)

Each Housing Structure:

- ✓ Does the landlord have a landlord business permit to rent? There is a one- time landlord business permit fee (section 29.04 & 29.09) of \$50.00
- ✓ Does the landlord business permit have a representative who has attended a landlord training class?
- ✓ Are all properties the landlord owns registered? All SFD/Duplexes/Multi-family dwellings need an annual registration Single-family Dwelling or Owner-occupied Duplex-\$30.00; Duplex (both units rental).\$30.00; Multiple Dwelling-3 or more units (structure plus per unit fee).\$25.00; Dwelling/rooming Unit *\$8.00. * This fee shall not apply to owner-occupied dwelling units within multiple dwellings.

Outside

- ✓ Are the street numbers visible from the street and alley (4 inch high minimum)?
- ✓ Is the siding and paint in good condition?
- ✓ Is the garage, and any other accessory structure such as a shed, in good condition?
- ✓ Does the roof leak?
- ✓ Are the steps (uniform riser height and tread), decks and landings in good condition?
- ✓ Do stairways with 4 or more risers have a handrail?
- ✓ Do any balconies, porches or landings 30 inches or more above grade have guardrails?
- ✓ Are any fences in good repair?
- ✓ Are the sidewalks in safe and sound condition?
- ✓ Are the gutters and/or downspouts in a good state of repair and directing rainwater away from the structure?
- ✓ Is the foundation in good repair?
- ✓ Is the yard free of junk, trash or debris?

Throughout the Housing Unit

Smoke Detectors, Fire Extinguishers and Combustibles

- ✓ **Are smoke detectors located inside each room used for sleeping purposes and outside of each sleeping area within 15 feet and on every floor level of the structure? All new smoke detectors must be dual sensed-photo electric and ionization OR smoke detector and carbon monoxide.**
- ✓ In multi-family dwellings, are detectors also located every 30 feet in common corridors and at the top of each interior stairway?
- ✓ In single family dwellings, is there 1 (one) 1A10BC fire extinguisher mounted near the kitchen?
- ✓ In multiple family dwellings, is there at least 1 fully charged, properly mounted extinguisher in each dwelling unit not served by a common corridor or, for those structures with common corridors, 1 (one) 2A10BC extinguisher within 75 feet of each dwelling unit?
- ✓ Are all combustible materials stored at least 3 feet away from sources of ignition?
- ✓ Have all oil-base paint, gas cans, solvents, fuels, or other hazardous materials and items been removed from the heated portion of the dwelling?

Doors

- ✓ Do the exterior doors have locks in working order?
- ✓ Are the exterior doors weather tight?
- ✓ Are any storm or screen doors in good condition?
- ✓ Are the doors in good working order?

Windows

- ✓ Are there any broken or badly cracked windows?
- ✓ Are the windows weather tight and in good working condition (capable of remaining open without a means of support)?
- ✓ Do the windows have locks in good working order?
- ✓ Do the required openable windows have screens without rips, tears or holes?
- ✓ Does every habitable room have an openable window?

OVER →

Walls, Ceilings and Floors

- ✓ Are the walls and ceilings properly sealed, free from peeling paint and capable of being maintained in a sanitary condition?
- ✓ Is the carpet ripped or torn, or otherwise causing a tripping hazard?
- ✓ Are the floors structurally sound?
- ✓ Do all habitable rooms have ceilings at least 7 feet in height? **(Rooms with sloped ceilings should have 1/3 of the calculated floor space at 7 feet ceiling height.)**
- ✓ **Bedroom size is a minimum 70 square feet.**

Electrical System

- ✓ Does every habitable room have at least a switched light fixture and 2 duplex outlets or 1 switched duplex outlet plus another duplex outlet? Are the outlets located apart from each other in order to reduce the need for use of extension cords?
- ✓ Are all cover plates for outlets, switches and junction boxes in place?
- ✓ Are all switches, outlets and electrical fixtures in good working order?
- ✓ Are there any extension cords running through doorways or under carpets? This is not allowed.
- ✓ Are all outlets within 3 feet of a water source GFCI protected?
- ✓ Is there adequate electrical circuits for the unit and is each fuse rated properly for its gauge of wiring?
- ✓ **Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one electric luminaire.**
- ✓ Exterior outlets need to be GFCI protected with an approved cover.

Mechanical

- ✓ Every rental inspection requires the furnace, boiler, water heater, etc. (fuel burning heating devices) to be checked by a licensed mechanical contractor for proper drafting, combustion, and integrity of total operation system. (Exceptions: 1. New heating equipment has been installed within two years of the regular inspection with proper documentation. 2. If the fuel burning equipment has been properly inspected by a licensed mechanical contractor within the last 12 months. 3. If a working Carbon Monoxide Alarm (Detector) is installed outside of and adjacent to each sleeping area and in the immediate vicinity of the bedrooms. Combination carbon monoxide and smoke alarms shall be permitted to be used in lieu of carbon monoxide alarms.)
- ✓ Does the heating system operate properly?
- ✓ Does each room including bathrooms have adequate heat? 68 degrees measured at a distance of 3 feet above the floor. **(Cooking appliances shall not be used to provide space heating to meet the requirements of this section.)**
- ✓ Does the water heater have a temperature pressure relief valve with an extension pipe that extends to within 3-6 inches of the floor?
- ✓ Are all combustion gases vented to the outside?
- ✓ Are there any fuel burning devices located in bathrooms or sleeping areas? This is not permitted

Plumbing

- ✓ Do plumbing fixtures have adequate water pressure and do they operate properly?
- ✓ Do any supply or drain lines leak?
- ✓ Do all fixtures have proper traps to prevent the infiltration of harmful sewer gases?
- ✓ **All kitchen and bathroom fixtures are required to supply a minimum of 1 gallon per minute.**

In the Basement

- ✓ Are the steps and handrail in good repair? Is there an open side of the stairs? If so, it needs a guardrail.
- ✓ In order to be used as a sleeping area, the space must meet the requirements for finished walls and ceilings, ventilation, ceiling height, heating and egress. Escape windows must have a minimum net area of 5.7 square feet with a minimum net clear openable height of 24" and width of 20".
- ✓ Do clean-out openings and floor drains have proper covers?
- ✓ Is there a switched ceiling or wall-type light fixture?

In the Kitchen

- ✓ Are there separate outlets for the stove and refrigerator in addition to 2 duplex outlets?
- ✓ Is there a switched ceiling or wall-type light fixture?
- ✓ Are any electric outlets within 3 feet of water of the ground fault design?
- ✓ If supplied, is the garbage disposal in operable condition? If not, it must be repaired, replaced or removed.
- ✓ Is the floor able to be easily kept in a clean, dry condition?
- ✓ If supplied, are the refrigerator, stove or microwave maintained in safe working condition?

In the Bathroom

- ✓ Is there a switched ceiling or wall-type light fixture?
- ✓ If there is a lavatory in the bathroom, is there at least 1 single convenience ground fault electrical outlet? Are all outlets within 3 feet of water GFCI protected?
- ✓ Are all of the bathroom fixtures working properly?
- ✓ Is the floor able to be easily kept in a clean, dry condition?
- ✓ Is there an openable window or adequate mechanical ventilation?

Public Halls and Stairways

- ✓ Are passageways and stairways in buildings with 5 or more units adequately lighted at all times?