



# 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 \_\_\_\_\_