



CITY OF OAK PARK

DEPARTMENT OF TECHNICAL & PLANNING SERVICES

Mayor
Marian McClellan
Mayor Pro Tem *****
Carolyn Burns
Council Members *****
Kiesha Speech
Solomon Radner
Ken Rich
City Manager
Erik Tungate

RENTAL INSPECTION CHECKLIST

Please review the following checklist. These are, but not limited to, the items that the rental inspector will look for when inspecting your rental property.

Interior

- All wall, floor, and ceiling surfaces, including cabinets and closets, shall be free of defects, stains, and dirt and debris.
- Every interior stairway, toilet room, kitchen, bathroom, laundry room, boiler and furnace room shall contain at least one electric luminaire (hard wired light).
- Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Outlets and switches are to be free of damage, defects, and paint.
- Every bathroom shall contain an openable window or an approved mechanical exhaust fan.
- Every toilet room floor and bath/shower walls shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.
- Sleeping areas are not allowed in basements unless proper egress windows or equivalent are installed.
- Every interior or exterior flight of stairs having more than four risers, and every open portion of a stair, landing or balcony which is more than 30 inches above the floor or grade below shall have handrails and guards.
- All doors must be properly sealed, be in good repair, have all necessary hardware, and open and close freely.
- All deadbolt locks must be "thumb-turn" type. Keyed deadbolts (use of key to unlock door from the inside) are prohibited.
- All windows shall be free of cracks and chips, be in good maintenance, have properly sealed glazing, and work as the manufacturer intended.
- Screens shall be installed on all openable windows from April 1 to December 1 and be free of defects.
- All windows must open and close freely and lock.
- All peeling paint on the interior shall be repaired.
- All sinks, toilets, showers, tubs, and plumbing shall be free from leaks, properly maintained, and correctly installed.

Utility and Safety

- Smoke Alarms:** Single or multiple-station smoke alarms shall be installed and maintained regardless of occupant load at **all** of the following locations:
 - On the ceiling or wall, four inches from the ceiling, outside of each separate sleeping area in the immediate vicinity of bedrooms.
 - In each room used for sleeping purposes.
 - In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics.
- Furnace and fireplace inspection:** You must have the furnace, fireplace, and/or boiler inspected for safe operation, serviceability, and carbon monoxide leaks in the home or apartment by a Michigan State Licensed Furnace or Boiler Inspector. This is required to be completed within one year of the inspection. A copy of the inspection certification is required to be on file in the Building Department.

- Seal around the furnace and water heater flue pipes where they penetrate the basement wall or chimney. This must be done with approved chimney cement.
- Storage shall not be located within three feet of the furnace or water heater or in front of electrical panels.
- Combustible, flammable, explosive or other hazardous materials, such as paints, volatile oils and cleaning fluids, or combustible rubbish shall not be stored in the dwelling or where they may pose a hazard on or at the property.
- The pressure temperature discharge pipe on the water heater must not end higher than four inches above the floor. The discharge pipe shall be an approved material.
- Every laundry area shall contain at least one grounded type receptacle.
- Utility sinks must have vacuum breaker attached to the faucet.
- An approved metal dryer vent must be attached to the clothes dryer. If the tenant is to supply the dryer, than dryer vent ducting shall be installed and readily available for hookup.
- The property shall be free of mold, mildew, and animal/insect infestation.
- Every bathroom shall have GFCI type electrical receptacle.
- Nonworking, defective, or obsolete systems or parts of systems shall be fully removed or repaired.

Exterior

- Yards must be maintained, grass cut, and scrub trees and evasive vegetation removed.
- Fences must be maintained and properly erected.
- Garages, shed, pools, decks, etc., must be in good repair and free of hazards.
- Property must be free from debris, garbage, and rubbish.
- Garbage cans must be stored behind house.
- No disabled vehicles are allowed to be stored on property
- Exterior surfaces must be sealed against the weather and free from rotting wood and peeling paint.
- All hose bibs must have a vacuum breaker attached.
- Bricks and mortar shall be free of spalling and cracks.

Permits and workmanship

- Michigan state law mandates that all alterations, additions, and changes to mechanical, plumbing, electrical, and building systems at rental properties be done by a State Licensed Contractor with permits and approval from the respected City Inspectors.
- Repairs, maintenance work, alterations or installations shall be executed and installed in a workmanlike manner and installed in accordance with the manufacturer's installation instructions.

For a full list of rental codes, you may read the 2012 International Property Maintenance Code located in the Oak Park Library or online at: <https://law.resource.org/pub/us/code/ibr/icc.ipmc.2012.pdf>

Per Oak Park's rental ordinance, you may be liable for a misdemeanor infraction for renting the unit prior to attaining a rental certificate.

Owner/landlords are expected to have these requirements met prior to the inspection. In order to complete inspections quicker, we ask that all windows are accessible and the blinds or shades are open.