OAK PARK

14300 Oak Park Blvd., Oak Park, MI 48237 (248) 691-7450 www.oakparkmi.gov

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.
- ☐ 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.
- ☐ All three-hole outlets must be grounded. Ungrounded outlets must either 1) be replaced with two-hole outlets; or 2) have a ground wire installed by a licensed electrician, permit required; or 3) be replaced with a GFCI that has a “no ground” label.

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, 4 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.
- ☐ Carbon monoxide detectors: Provide carbon monoxide detectors in the vicinity of bedrooms and adjacent to any fuel-burning appliance. 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. 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.

(Cont.)

Utility and safety continued

- ☐ Storage shall not be located within 3 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 4 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, then 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 a GFCI-type electrical receptacle.
- ☐ Nonworking, defective, or obsolete systems or parts of systems shall be fully removed or repaired.
- ☐ Backflow preventors are needed on all laundry faucets.

Exterior

- ☐ Yards must be maintained, grass cut, and scrub trees and invasive vegetation removed.
- ☐ Fences must be maintained and properly erected.
- ☐ Garages, sheds, 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.
- ☐ Backflow preventors needed on all exterior faucets
- ☐ Front/rear steps must be uniform in rise not to exceed 8 ¼ inches. If four or more risers are used, a graspable handrail is required.

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 respective 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, read the 2015 International Property Maintenance Code in the Oak Park Library or online at: http://www2.bgky.org/assets/files/aq0B3Kn5.pdf

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

Owner/landlords must have these requirements met prior to the inspection. To complete inspections faster, we ask that all windows are accessible and the blinds or shades are open.