



PRE- INSPECTION GUIDE FOR LANDLORDS

ALARMS

- Are required smoke alarms and carbon monoxide detectors installed in accordance with the building code and are they working properly?

ELECTRICAL

- Is electric system properly grounded?
- Do all switches, outlets & fixtures work properly and do they have required cover plates?
- No oversized fuses, and/or inappropriate use of extension cords or space heaters?

HEATING SYSTEM

- Is furnace working properly and is it connected to the chimney in accordance with the building code?
- Is there proper clearance around furnaces for combustion air and to prevent a fire?
- Are gas appliances properly connected to gas supply?

PLUMBING

- Are fixtures working properly with no leaks?
- Is water pressure proper? Does water heater control allow setting and maintaining water temperature at 120° F plus or minus 5° F.
- Are water heaters vented properly and does each have a pressure relief valve with galvanized or copper relief pipe including an outfall within 6 inches of floor?

EXITING

- Are required exit pathways open and not blocked?
- Are halls and stairways properly lighted?
- Do bedrooms have openable escape windows?
- Do doors unlock from inside without use of a key?

STRUCTURE

- Are floors and floor coverings structurally sound? Are floorboards soft or failing so that persons can fall through or turn their ankles?
- Are windows in good repair, free of major air leaks, openable, and held in place without use of a stick?
- Are window screens installed and in good repair?
- Are doors and door hardware in good repair?
- Do screen doors have self-closing devices?
- Are stair treads and handrails in sound repair? Can they be relied upon to prevent slips and falls?

OTHER

- Is rental unit being maintained in a clean and sanitary condition?
- Is building free of insects and rodents?
- Are tenants properly storing and regularly removing garbage and rubbish? Are there any visible accumulations of junk?
- Are appliances in good working order?
- Are your tenant's dogs registered? If not, please contact Animal Control at (815)-672-2517.
- Is your lease and or lease addendum current? Is there a process for conducting tenant background checks?

RENTAL UNITS

- As a licensed rental dwelling, your property has an approved number of licensed unit(s). Does the number of occupied & separate living units match the registration application?
- In general, attics and basement are not considered habitable living space, may not be rented for or used for sleeping purposes, and are subject to fines, if used for sleeping. Are any of these storage areas used as living space?
- Is the street address of the building and/or apartment number readily visible from the street?

EXTERIOR

CHIMNEY

- Is chimney structurally sound, and functioning properly with a working damper?
- Is the roof free of visible leaks?

RAIN GUTTERS AND DOWNSPOUTS

- Do gutters or downspouts need repair and do they drain away from the building?
- Are gutters/ downspouts free of obstructions?

OVERHANG EXTENSIONS

- Are canopies or awnings in sound condition, securely attached to the building to withstand strong winds?

WALL/SIDING/TRIM

- Are all exterior walls, soffits and fascia members in sound condition? Do they need scraping and/or painting?

WINDOWS/SCREENS/DOORS AND DOOR FRAMES

- Are windows, doors, frames and trim in sound condition and free of holes and cracks?
- Do wood window surfaces need scraping and painting?

FOUNDATION WALLS

- Is foundation in sound condition? Are block or bricks missing, loose, or giving away?
- Does the foundation leak and/or is there visible evidence that the foundation is failing to properly support the weight of the building?

WALKS, STEPS, DRIVEWAYS AND PARKING AREAS

- Are they in good, safe and sound condition without trip hazards?

FENCES, RETAINING WALLS AND OTHER STRUCTURES

- Are they in sound condition or do they need scraping and painting?

GARAGE AND SHED

- Are garage and shed in structurally sound condition?
- Do garage and shed roofs, doors, siding, soffits, fascia or other members need repair, replacing or scraping and painting?

YARD AREA

- Is property free of tall grass and weeds, junk, rubbish and garbage?
- Are there any inoperable, junk or unregistered vehicles parked on property, or on adjacent public right-of-way?
- Are vehicles parking on the grass?

TRASH CONTAINERS

- Are they covered with close fitting lids?
- Are they stored at the rear of the house, not in front or side yard areas?
- Are containers placed on the curb and removed in a timely manner? (7 p.m. night before pick-up; removed by 7 p.m. day of pick-up)

ZONING

- Were any property use/zoning violations observed?

REMEMBER ...

- All structural, electrical, HVAC, and plumbing repairs must be done with a permit. For information on permits please contact Building & Permits at (815)672-2517.
- A licensed contractor with permits should do all electrical, heating and plumbing.
- Property owners must notify this department immediately of a change of address at (815)672-2517.