



Housing Inspection Checklist

Please be advised that in order to obtain a Certificate of Occupancy for transfer of title on a Resale of a property, all repairs must be completed before the property can be occupied. For all rentals, proper Zoning, Annual Landlord Registration, and a Certificate of Habitability is required before a Tenant can occupy the property. For Certificate and additional Housing information, Contact jdorisio@riversidetwp.org and for all Rental information, Contact jdimiero@riversidetwp.org

EXTERIOR

Driveway – Cracks, sinking and/or raised sections of asphalt or concrete driveways require repair

Lawn, Hedges, Trees – High grass or weeds, trash junk and debris must be removed

Windows – Must not be broken, cracked or missing glass panes and must be openable and able to stay up when opened

Window Screens – Screens must be in windows during inspection without any holes present

Fence – Fence must be stable and without defects

Roof and Shingles – Deteriorated, missing or broken shingles must be replaced

Siding – Broken, missing and/or badly damaged siding must be repaired or replaced

Exterior Paint – All peeling paint must be removed from painted surfaces including window frames and roof trim

House Number – Visible numbers must be present and unit numbers must be visible on the structure of each unit

Gutters and Downspouts – Gutters must be free of leaves, properly secured and free from damage and downspouts must be in place

Walkway – Walks must be free from cracks, raised or sinking areas

Doors – Doors must be openable, and free from damage double-key deadbolts are not permitted and if a door bell is present it must be in working order

Electrical – Electrical Service Cable cannot be frayed or exposed and all wiring must be exterior grade and any outlets near water must be GFI

Foundation – Foundations must be free of cracks or peeling

Garage - Converted garages may require permits. If garage doors remain, drywall and a fire rated or solid door are required to separate the spaces

Shed – Must be free of deterioration, rust and decay

Pool – Pools must be properly safeguarded, metal parts must be bonded to motor and any gates or fencing are required to be self-closing or self-latching

INTERIOR

Walls and Ceilings – Must be free of holes, cracks and they must be properly painted or wallpapers

Electrical – All lights, receptacles and switches must operate and have proper cover plates installed. Ceiling fans may require electrical permits

Windows – Must not be broken, cracked or missing glass panes and must be openable and able to stay up when opened

Doors – Doors must be openable, and free from damage double-key deadbolts are not permitted

Floors – Must be in good condition, level, free of obstructions and material

Handrail and Stairs – Handrails must be installed on all staircases and all open staircases require handrails on the open side of stairs

Cabinets – Must be openable, undamaged and free from deterioration or decay

Countertops – Must be free from defects, deterioration and damage

Oven and Stove - All burners and oven must be operational and an Anti-Tip must be installed on the back of the oven

Exhaust – A method of exhaust must be supplied (Range hood or exterior exhaust fan)

Plumbing – Hot and Cold running water must be provided without leaks and all drain lines must drain freely

Bathroom Vanity – Must be openable, undamaged and free from deterioration or decay and must be secured properly

GENERAL

Detectors – Smoke and Carbon Monoxide must be present within 10 feet of bedrooms and smoke detectors must be present on each floor (10 year battery life is recommended)

Electric Service Panel – Must have covers and breakers that are operable, circuits must be labeled

Water Heater – Must be installed in proper location and have pressure relief pipe installed

Fire Extinguisher – Must be 210ABC and mounted on the wall in the kitchen no higher than 5'0 ft.

Blind Cords – Must be appropriate length per manufacturer