



# Rental Inspection Program Checklist

The Rental Inspection Program is designed to promote the health, safety, and welfare of Elkhart's residents in or near rental housing and to ensure that rental units are maintained in a manner that meets the minimum health and safety standards of the building, fire, safety and maintenance codes of the City of Elkhart. This checklist is not a comprehensive list of all code provisions and requirements applicable within the City of Elkhart. Please visit the City's website or contact the Permit Center at (574)294-5474 for additional details on the inspection checklist. Please note that some of the items on the checklist may not pertain to your rental property.

## ELECTRICAL SAFETY

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- **ELECTRICAL SERVICE PANEL:** accessible; properly labeled; free of hazards
- **OUTLETS & SWITCHES:** operable; properly installed
- **GFCI/AFCI:** outlets and breakers are undamaged
- **LIGHTING:** operable; properly installed

## EXTERIOR & INTERIOR SAFETY

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- **ADDRESS SIGNAGE:** visible
- **CEILINGS, FLOORS & WALLS:** functioning adequately; no large holes
- **DOORS:** operable; can be secured
- **STRUCTURAL SYSTEM:** structural integrity is sound and undamaged
- **GUARDRAILS & HANDRAILS:** installed where required; functionally adequate; secure
- **LITTER & TRASH:** properly stored
- **INFESTATION:** no evidence of pests
- **ROOF ASSEMBLY:** undamaged; all components working properly
- **STAIRS & STEPS:** functionally adequate
- **WINDOWS:** functionally adequate; can be secured
- **CABINETS, FOOD PREPARATION & REFRIGERATION:** functionally adequate; undamaged and operable

## FIRE SAFETY

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- **CARBON MONOXIDE ALARMS:** installed where required; working properly
- **SMOKE ALARMS:** installed where required; working properly
- **CHIMNEY:** undamaged; working properly
- **COMBUSTIBLE & FLAMMABLE ITEMS:** properly stored and not within 3 feet of appliances that provide heat
- **FIRE SPRINKLER SYSTEMS:** operable; unobstructed
- **EGRESS & FIRE ESCAPES:** access is unobstructed
- **EXIT SIGNS:** working properly; unobstructed
- **COOKING APPLIANCES:** working properly
- **CLOTHES DRYER EXHAUST VENTILATION:** dryer transition duct and exhaust system are installed correctly and working properly

## HEATING, VENTILATION & AIR CONDITIONING SAFETY

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- **AIR CONDITIONING SYSTEMS & DEVICES:** working properly; undamaged
- **HEATING SYSTEMS & DEVICES:** working properly; undamaged
- **VENTILATION:** exhaust systems and air vents are working properly; undamaged

## PLUMBING & GAS SAFETY

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- **BATHTUBS & SHOWERS:** working properly; undamaged
- **SINKS:** working properly; undamaged
- **GAS APPLIANCES:** properly installed and vented; operable with no leaks
- **DRAINAGE & SEWER:** no blocks or leakage
- **TOILETS:** working properly; undamaged
- **WATER HEATER:** properly installed and vented; operable with no leaks