

CITY OF ELKHART - RENTAL INSPECTION PROGRAM CHECKLIST

Address & Unit #:		Inspector:			
Housing Type (circle one): SFR Duplex Multi-Family		# of Bedrooms:		Date of Inspection:	
Owner:		Inspection Type (circle one): 1st Inspection Re-Inspection			
Owner Contact Information:		Health & Safety Designation			
Summary Decision on Unit (circle one): Pass Fail		LT (Life-Threatening)			
		S (Severe)			
		M (Moderate)			
Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Address & Signage (304.9)	Address, signage, or building id codes are broken, illegible, or not visible.			M	
Bathtub & Shower (503.1)	Only 1 bathtub or shower is present and it is inoperable or does not drain.	S	M		
	A bathtub or shower is damaged, inoperable or does not drain.	M	M		
Cabinet & Storage (305)	Storage component is damaged, inoperable, or missing.	M	M		
Carbon Monoxide (705.1)	Carbon monoxide alarm is not present and we recommend to have one installed.				
	Carbon monoxide alarm is obstructed or not visible.				
	Carbon monoxide alarm does not produce an audio or visual alarm when tested.				
Ceiling (703.5)	Ceiling has an unstable surface or is not functionally adequate.	S	S		
	Ceiling has a hole.	M	M		
Chimney (304.1.1.10)	A visually accessible chimney, flue, or firebox connected to a fireplace or wood-burning appliance is incomplete or damaged such that it may not safely contain fire and convey smoke and combustion gases to the exterior.	LT	LT	LT	
	Chimney exhibits signs of structural failure.			LT	
Clothes Dryer Exhaust Ventilation (603.1)	Electric or gas dryer transition duct is detached or missing.	LT	LT		
	Electric or gas dryer exhaust ventilation system has restricted airflow.	LT	LT	LT	
	Dryer transition duct is constructed of unsuitable material.	LT	LT		
	Gas shut off valve is damaged, missing, or not installed.	S	S		
	Exterior dryer vent cover, cap, or a component thereof is missing.			M	
Cooking Appliance (603.1)	Cooking range, cooktop, or oven does not ignite or produce heat.	S	M		
	A microwave is the primary cooking appliance and it is damaged.	S			
	Cooking range, cooktop, or oven component is damaged or missing such that the device is unsafe for use.	M	M		
	Gas shut off valve is damaged, missing, or not installed.	S	S		
Door - Entry (304.13, 304.15, & 305.3)	Entry door is missing.	LT	S		
	Entry door will not open or close.	S	M		
	Entry door self-closing mechanism is damaged, inoperable, or missing.	S	M		
	Entry door is damaged or inoperable.	M	M		
	Entry door cannot be secured.	S	M		

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Door - Fire (703.1 & 703.3.3)	Fire labeled door is missing.	LT	LT		
	Fire labeled door does not open.	S	S		
	Fire labeled door does not close and latch or the self-closing hardware is damaged or missing such that the door does not self-close and latch.	S	S		
	Fire labeled door assembly or component is damaged, inoperable or missing.	S	S		
	Fire labeled door cannot be secured.	S	M		
Door - General (702.3)	A passage door does not open.	M	M		
	A door is damaged, inoperable, missing or not functionally adequate.	M	M		
	An exterior door component is damaged, inoperable, or missing.			M	
Drain (505.1)	Drain is fully blocked.	M	M	M	
Egress (702.2 & 702.4)	Obstructed means of egress.	LT	LT	LT	
	Sleeping room is located on the 3rd floor or below and has an obstructed rescue opening.	LT			
	Fire escape access is obstructed.	LT			
Electrical - Conductor, Outlet, & Switch (604.3 & 605.2)	Outlet or switch is damaged.	LT	LT	LT	
	Testing indicates a three-pronged outlet is not properly wired or grounded.	S	S	S	
	Outlet does not have visible damage and testing indicates it is not energized.	S	S	S	
	Exposed electrical conductor.	LT	LT	LT	
	Water is currently in contact with an electrical conductor.	LT	LT		
Electrical - GFCI/AFCI (605.2)	GFCI/AFCI outlet or GFCI/AFCI breaker is not visibly damaged and the test or reset button is inoperable.	S	S	S	
Electrical - Service Panel (601.2)	The overcurrent protection device is damaged.	LT	LT	LT	
	The overcurrent protection device is contaminated.	S	S	S	
Exit Sign (604.3.1.1)	Exit sign is damaged, missing, obstructed, or not adequately illuminated.		LT	LT	
Fire Escape (702.4)	Fire escape component is damaged or missing.			LT	
Flammable & Combustible Item (703.2)	Flammable or combustible item is on or within 3 feet of an appliance that provides heat for thermal comfort or a fuel-burning water heater. OR Improperly stored chemicals.	LT	LT	LT	
Floor (202)	Floor substrate or component is damaged or not functionally adequate.	M	M		
Food Preparation (305)	Food preparation area is damaged or is not functionally adequate.	M	M		
Foundation (304.1)	Foundation is cracked.	M	M	M	
	Foundation has exposed rebar or foundation is spalling, flaking, or chipping.	M	M	M	
	Foundation is infiltrated by water.	M	M		
	Foundation support post, column, beam, or girder is damaged.	M	M	M	
Guardrail (304.12)	Grab bar is not secure.	M	M		
	Guardrail is not functionally adequate.	LT	LT	LT	
Handrail (304.12)	Handrail is missing or not installed where required.	M	M	M	
	Handrail is not secure or is not functionally adequate.	M	M	M	

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
HVAC (601.1)	Air conditioning system or device is not operational.	M	M		
	Combustion chamber cover or gas shutoff valve is missing from a fuel burning heating appliance.	LT	LT		
	Heating system or device safety shield is damaged or missing.	S	S		
	Fuel burning heating system or device exhaust vent is misaligned, blocked, disconnected, improperly connected, damaged, or missing.	LT	LT	LT	
	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is inoperable.		M		
Infestation (309.1)	Evidence of bedbugs, cockroaches, mice, rats or other pests.	M	M		
	Extensive infestation of bedbugs, cockroaches, mice, rats or other pests.	S	M		
Leak - Gas (603.6)	Natural gas leak.	LT	LT	LT	
Leak - Sewage (504.1)	Block or leak in sewage system.	S	S	S	
	Cap to the cleanout or pump cover is detached or missing.	M	M	M	
	Cleanout cap or riser is damaged.	M	M	M	
Leak - Water (504.1)	Environmental water intrusion.	M	M		
	Plumbing leak.	M	M	M	
	Fluid is leaking from the sprinkler assembly.	M	M	M	
Lighting - Auxiliary (401.1)	Auxiliary lighting is damaged, missing, or fails to illuminate when tested.		S	S	
Lighting - Exterior (401.1)	A permanently installed light fixture is damaged, inoperable, missing, or not secure.			M	
Lighting - Interior (402.1)	A permanently installed light fixture is inoperable or not secure.	M	M		
Litter (308.1)	Litter is accumulated in an undesignated area.		M	M	
Refrigerator (603.1)	Refrigerator is damaged or inoperable such that it may be unable to safely and adequately store food.	M	M		
Roof Assembly (304.7)	Restricted flow of water from a roof drain, gutter, or downspout.			M	
	Gutter component is damaged, missing, or unfixed.			M	
	Roof surface has standing water.			M	
	Substrate is exposed.			M	
	Roof assembly has a hole or is damaged.			M	
Sink (502.1)	Sink or sink component is damaged, missing or improperly installed.	M	M		
	Water is directed outside of the basin.	M	M		
	Sink is not draining.	M	M		
Site Drainage (507.1)	Water runoff is unable to flow through the site drainage system.			M	
	Erosion is present.			M	
	Grate is not secure or does not cover the site drainage system's collection point.			M	
Smoke Alarm (704.6.4)	Smoke alarm is damaged, obstructed or missing.	LT	LT		
	Smoke alarm does not produce an audio or visual alarm when tested.	LT	LT		

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Sprinkler Assembly (703.1)	Sprinkler head assembly is encased or obstructed by an item or object that is within 18 inches of the sprinkler head.	LT	LT	LT	
	Sprinkler assembly component is damaged, inoperable, or missing and it is detrimental to performance.	LT	LT		
	Sprinkler assembly has evidence of corrosion.	LT	LT	LT	
	Sprinkler assembly has evidence of foreign material that is detrimental to performance.	LT	LT	LT	
Steps & Stairs (304.10)	Step or stair is damaged or not functionally adequate.	M	M	M	
Structural System (202)	Structural system exhibits signs of serious failure.	LT	LT	LT	
Toilet (504.1)	Only 1 toilet was installed, and it is missing.	LT	M		
	A toilet is missing and at least 1 toilet is installed elsewhere that is operational.	M	M		
	Only 1 toilet was installed, and it is damaged or inoperable.	S	M		
	A toilet is damaged or inoperable and at least 1 toilet is installed elsewhere that is operational.	M	M		
Ventilation (602.1)	Exhaust system does not respond to the control switch.	M	M		
	Exhaust system component is damaged, missing or has restricted airflow.	M	M		
	Bathroom does not have proper ventilation or dehumidification.	M	M		
Wall - Exterior (304.1)	Exterior wall covering has missing sections of at least 1 square foot per wall.			M	
	Exterior wall has peeling paint of 10 square feet or more.			M	
	Exterior wall component(s) is not functionally adequate.			M	
Wall - Interior (305.1)	Interior wall has a loose or detached surface covering.	M	M		
	Interior wall component(s) is not functionally adequate.	M	M		
	Interior wall has a hole that is greater than 2 inches in diameter or there is an accumulation of holes that are cumulatively greater than 6 inches by 6 inches.	M	M		
Water Heater (601.1)	Temperature pressure relief (TPR) valve has an active leak or is obstructed or relief valve discharge piping is damaged, capped, has an upward slope, or is constructed	S	S	S	
	The relief valve discharge piping is missing or terminates greater than 6 inches or less than 2 inches from waste receptor flood-level.	M	M	M	
	No hot water.	S	M		
	Chimney or flue piping is blocked, misaligned, or missing.	LT	LT	LT	
	Gas shutoff valve is damaged, missing, or not installed.	LT	LT	LT	
Window (304.13.2)	Window or window component is damaged or missing and the window is not functionally adequate.	S	M		
Other					