



**CITY OFFICES**  
 100 West Fourth Street  
 Waterloo, Illinois 62298  
 (618) 939-8600  
 Stanley T. Darter, Mayor

## RENTAL INSPECTION CHECKLIST

*Building Inspector/Code Administrator*  
 (618) 939-8698

<i><b>EXTERIOR PROPERTY AREAS</b></i>	<i><b>PASS</b></i>	<i><b>FAIL</b></i>	<i><b>COMMENTS</b></i>
No unused objects of equipment			
Free of garbage and debris accumulation			
Derelict vehicles / unlicensed			
Weed / grass mowed and trimmed (8")			
Gutters and downspouts / no leaks			
No conditions to promote insects / vermin			
Fences and walls in good condition			
Exterior receptacles GFI protected			
Yard graded away from structure			
Unattached buildings in good repair			
<i><b>EXTERIOR OF STRUCTURE</b></i>	<i><b>PASS</b></i>	<i><b>FAIL</b></i>	<i><b>COMMENTS</b></i>
Decks, porches, balconies in good condition			
Stairs in good condition			
Guardrails & handrails secure & maintained			
Foundation in good condition and free of openings			
Exterior walls in good condition / painted / weather-tight and rodent proof			
Basements entrances (hatchways)			
Siding, soffit, fascia in good condition (painted)			
Roof structure in good condition			
Window and door frames in good condition			
Chimney are maintained, sound and in good repair			
Handrail on any stairs with four risers			
<i><b>VENTILATION</b></i>	<i><b>PASS</b></i>	<i><b>FAIL</b></i>	<i><b>COMMENTS</b></i>
Every bathroom will have a window and or a mechanical venting system			
Clothes dryer to be vented per manufacturers recommendations			

<i><b>INTERIOR OF STRUCTURE</b></i>	<i><b>PASS</b></i>	<i><b>FAIL</b></i>	<i><b>COMMENTS</b></i>
All wall surfaces clean and sanitary			
Stairs, landing and walking surface in sound condition and good repair			
Handrail on any stairs with four risers			
The interior will be clean and sanitary			
No garbage or rubbish allowed			
Interior is free of insects and rodents			
<i><b>LIGHT</b></i>	<i><b>PASS</b></i>	<i><b>FAIL</b></i>	<i><b>COMMENTS</b></i>
Sufficient light required so not to endanger health and safety			
<i><b>PLUMBING FACILITIES &amp; FIXTURES</b></i>	<i><b>PASS</b></i>	<i><b>FAIL</b></i>	<i><b>COMMENTS</b></i>
Private area for water closet			
Fixtures are installed property and in working order			
Flooring shall be a smooth, hard, nonabsorbent surface, clean and sanitary			
Walls around tub are sound and impervious to water			
<i><b>MECHANICAL FACILITIES</b></i>	<i><b>PASS</b></i>	<i><b>FAIL</b></i>	<i><b>COMMENTS</b></i>
All appliances to be property installed and maintained in safe working condition			
All fuel burning equipment and appliances to be connected to an approved vent			
Combustion air must be provided to such appliances			
<i><b>ELECTRICAL</b></i>	<i><b>PASS</b></i>	<i><b>FAIL</b></i>	<i><b>COMMENTS</b></i>
No visible signs of frayed, exposed, burnt insulation / unprotected wiring			
Electrical outlets are properly installed, covered and in good working condition			
No dangerous conditions look to exist inside any panel box			
GFI outlets or breaker(s) for areas enforced by code (exterior / wet areas)			



<b><i>FIRE SAFETY</i></b>	<b><i>PASS</i></b>	<b><i>FAIL</i></b>	<b><i>COMMENTS</i></b>
Egress doors to be made without the need for keys or special knowledge or effort			
Smoke alarms in each bedroom and in the immediate area outside of the bedrooms			
Smoke alarm on each floor of building including basement			
Carbon Monoxide detector within 15' of the bedrooms			
<b><i>DOORS AND WINDOWS</i></b>	<b><i>PASS</i></b>	<b><i>FAIL</i></b>	<b><i>COMMENTS</i></b>
All windows to have proper hardware and be in working order			
Doors and windows are properly sealed			
Exterior locks must function properly			
<b><i>MISCELLANEOUS</i></b>	<b><i>PASS</i></b>	<b><i>FAIL</i></b>	<b><i>COMMENTS</i></b>
No marking, carving or graffiti on any exterior surface			
Downspouts discharged at least 5' from building			

Number of Bedrooms \_\_\_\_\_

Size of Bedrooms 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Number of Bathrooms \_\_\_\_\_

Any other imminent health and or safety issues found during inspection:

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**NO PERMIT WILL BE ISSUED UNTIL ALL REPAIRS ARE COMPLETE AND RE-INSPECTED UNLESS A CONDITIONAL PERMIT IS ISSUED**