

(Multi-family)
Inspection Checklist For Rental Properties
City Of West Lafayette, IN

Date: _____
Inspector Name: _____
Property address: _____
Type of Property: _____
Time In: _____ Time Out: _____

Electrical Panel:

- Service amps adequate for usage
- Properly grounded and in good condition
- No open circuits in box
- If fuses – proper sizes
- Adequate clearance and easy access
- All equipment installed and maintained to code

General Electrical:

- Covers on switches & outlets
- Splices to code in covered boxes
- GFCIs where required & operable
- Switches, outlets & fixtures operable
- Minimum 2 spaced outlets in all rooms
- Adequate light fixtures, with globes as needed
- Buffer space around lights to combustibles
- Safe, limited use of extension cords
- Exterior lines secure & protected
- All installations maintained to code

Water Heater:

- Gas shut-off valve
- Proper pop-off valve & drop pipe
- Vent secured & properly pitched
- Operable, with no rust holes or leaks
- Adequate surrounding clearance

HVAC:

- Gas shut-off valve and on/off switch
- Vent secured & properly pitched
- Filters are cleaned periodically
- Operable, provides minimum 68 degrees
- Adequate surrounding clearance
- All equipment installed and maintained to code

Laundry: (if applicable)

- Proper dryer vent to exterior with cover
- Gas shut-off valve, capped if unused

Sinks, Bathtubs & Showers:

- Operable, with hot & cold water
- Functioning drains with proper traps
- No leaks or drips
- Garbage disposal operable if present

Toilets:

- Operating properly
- No leaks or continuous running

General Plumbing:

- Installed correctly with no leaks
- Proper venting
- Functioning drains with proper traps & covers

Stairways: (if applicable)

- Handrails if 4 or more steps
- Lighted correctly
- Steps stable, unbroken & of adequate strength

Windows:

- Proper locations & sizes for light & ventilation
- Proper for egress and lockable
- Snug fit, operable & not broken or cracked
- Bathrooms need mechanical or window venting
- Screens are present & in good condition

Rooms

- Walls, floors & ceilings intact & maintained
 LR DR BD 1 BD 2 BD 3 BD 4 Other
- No padlocks or interior key locks on doors
 LR DR BD 1 BD 2 BD 3 BD 4 Other
- Unobstructed egress within and out of home
 LR DR BD 1 BD 2 BD 3 BD 4 Other
- Adequate area & height & proper layout
 LR DR BD 1 BD 2 BD 3 BD 4 Other
- Fireplaces, wood stoves operable & maintained
 LR DR BD 1 BD 2 BD 3 BD 4 Other
- No rubbish or garbage accumulation
 LR DR BD 1 BD 2 BD 3 BD 4 Other
- Basement bedrooms have egress windows
 LR DR BD 1 BD 2 BD 3 BD 4 Other
- Bedrooms and bathrooms have privacy doors
 BA 1 BA 2 BD 1 BD 2 BD 3 BD 4
- Closet lights away from combustibles, up to code and operable
 BD 1 BD 2 BD 3 BD 4 Other
- Kitchen floors in good condition

Exterior Doors:

- Proper for egress and lockable
- Snug fit, operable & unbroken

Smoke Detectors: (in unit)

- Smoke detectors installed in correct locations

LR DR BD 1 BD 2 BD 3 BD 4 Other

This is a checklist of common violations of the West Lafayette Housing-Property Maintenance Code (BOCA, 1978) as adopted by Ordinance 20-78 (Chapter 112, West Lafayette City Code). This checklist is not a comprehensive list of all code provisions and requirements applicable in the City of West Lafayette.