

## **PRE-INSPECTION GUIDE FOR LANDLORDS**

Annual Rental License Fee Due **August 31<sup>st</sup>**

Online Portal: <https://auro-trk.aspgov.com/etrakit/>

Phone: 630.256.3130

**City of Aurora**

Development Services Department  
Division of Building and Permits  
77 S Broadway  
Aurora, IL 60505

Website: [www.aurora-il.org](http://www.aurora-il.org)



The following information is a guide of common property maintenance items. It is not meant to include all code requirements. Maintaining your rental property in compliance with property maintenance codes is key to protecting your investment, attracting responsible tenants and being a good neighbor. Some codes exceptions may apply depending on age of structure, number of units, remodels or special circumstances. Please contact the City if you have property code questions.

### **Exterior**

#### **DOORS**

- Defect-free, functional and weather-tight
- Not cracked, broken, delamination, holes
- Multi-family dwelling unit doors comply with security and fire requirements to include self-closed, smoke gaskets, labels on door and frame, and approved hardware

#### **EXTERIOR WALLS**

- Weather-tight siding, no deterioration
- Soffit and fascia in good repair
- House numbers at least 4 inches in height with a minimum stroke width of 0.5 inch. These numbers shall contrast with their background and be visible from the roadway

#### **PAINT**

- No peeling, chipping, or deteriorated paint
- Wood surface weather-protected

#### **FOUNDATION**

- Structurally sound, properly graded, and free of holes/gaps

#### **ROOF**

- Structurally sound, good condition, leak-free; shingles and flashing good condition

#### **GUTTERS/DOWNSPOUTS (if existing)**

- Good condition, no obstruction, securely attached to drain water away from structure

#### **CHIMNEY**

- Brick/block/stone, mortar, and flue liner in good repair
- Chimney cap is in good repair and UL approved

#### **PORCH/DECKS**

- In good repair, with guardrails at least 30 inches in height, when porch/deck is over 30 inches above grade level

#### **STAIRS/STEPS**

- In good repair, evenly spaced and securely attached
- Handrails in 4 or more risers

#### **YARD**

- Grass and weeds cut regularly. Maintained under 8 inches in height
- No litter/debris, junk, or trash in yard
- No vehicles parking on an unapproved surface i.e.. grass

#### **GARBAGE & RECYCLING**

- Proper containers with lids closed
- Trash/garbage not overflowing
- Containers stored behind front setback except night before and day of pickup and taken back the same day
- Containers can be placed at curb for pickup at 7pm the night before and shall be removed from curb by 7pm night of pickup.

#### **VEHICLE REGULATIONS**

- No abandoned, unlicensed, or inoperable or commercial vehicles parked/stored on property
- Auto repairs (except for minor ones by owner) prohibited on property

### **Accessory Structures**

#### **GARAGES**

- In good repair and weather-protected
- No broken windows or damaged siding, soffit, or fascia, and roof is in good repair
- Overhead garage door and service door in good repair

#### **FENCES**

- No leaning, missing panels, deteriorated, or damaged fences

#### **SHEDS**

- No more than accessory structure; a garage is considered an accessory building (1 garage and 1 shed)
- In good repair and weather protected

### **Interior**

#### **FLOORS, WALLS & CEILINGS**

- Clean and in good repair – no holes, water damage, trip hazards, chipping, flaking, and peeling paint
- No loose wallpaper, carpet, floor tiles or ceiling tile.

#### **WINDOWS**

- Good condition, no broken or cracked glass; glazing in good repair
- Easily openable and close; must stay open without the use of a tool

#### **DOORS**

- Interior doors operational and good condition (no holes).
- Must fully open and close and latch

#### **KITCHEN**

- Kitchen sink connected to sanitary sewer, with functioning obstruction-free drains
- Hot water must be at least 120 degrees and have cold water with no leaks
- Appliances in good working condition/gas appliances connected w/ approved fittings and connectors w/ approved shut off valve
- GFCI outlets are functional and resets
- No evidence of rodents, pests, or other infestation

#### **BATHROOM**

- Tub/shower, washbasin, and toilet all properly installed, maintained, and in good repair
- Openable window or mechanical venting required
- At least one light fixture; GFCI outlet is functional and resets

#### **SLEEPING ROOM**

- Proper door/egress window to outside, with clear pathway, window not blocked
- Operable smoke alarms, light, ventilation, egress windows, and window treatment required
- Minimum 70 sq. ft floor space (7 feet minimum width)
- Light fixture or outlets available
- Smoke alarm and Carbon Monoxide within 15 feet of bedrooms (see smoke and carbon monoxide alarms)

## **FIRE PROTECTION**

- Path of egress not blocked by debris, storage, trash, snow/ice, etc.
- Continuous graspable handrails in all stairways, and floor covering secure
- Fire extinguisher provided where required and serviced annually
- Fire rated doors provided where required, such as attached garages
- Key to access building is kept in lock boxes
- Fire alarms monitoring systems are properly functioning and have required documentation

## **SMOKE AND CARBON MONOXIDE ALARMS**

- Smoke alarms and carbon monoxide alarms installed per manufacturer's instructions, with working batteries and functional connections
- At least one of each alarm located on every level for habitable spaces
- All smoke alarms and carbon monoxide alarms installed within 15 feet of each sleeping room
- Smoke alarm installed in basement.

## **Electrical/Mechanical/Plumbing**

### **ELECTRICAL**

- Properly installed service panel; all breakers are properly labeled; open spaces are appropriately covered
- Adequate service and outlets, with cover plates on outlets, switches, and junctions
- Electrical panel accessible, 3 ft clearance
- Temporary use extension cords not used in lieu of permanent wiring

### **MECHANICAL**

- Permanent heating facility must be properly installed/maintained, temporary devices not used as primary heating source
- Heating facilities capable of maintaining dwelling at 68 degrees F or higher
- Fuel-burning appliances/equipment must be connected to approved chimney/flue/vent
- Dryer vents are properly installed with solid piping or approved UL listed flexible duct

### **PLUMBING/GAS**

- Plumbing installed/maintained to code
- Gas flex connector must be UL or AGA listed and approved
- Adequate hot and cold running water to all sinks/tubs
- All drains connected to sanitary sewer
- No "S" traps or flexible style waste lines. Waste lines properly installed and vented
- No leaking, defective, obstructed, or unsupported pipes or faucets
- Unused gas lines properly capped
- Shutoffs provided where required and meets valve requirements
- Backflow devices provided where required, including handheld shower heads and exterior hose bibs
- Faucets minimum 1" above spill line,
- Water heater is not leaking or dripping

### **Occupancy**

- Living room: 1-2 occupants "120 sq ft", 3-5 occupants "120 sq ft", 6 or more occupants "150 sq ft"
- Dining room: 1-2 occupants "no requirement", 3-5 occupants "80 sq ft, 6 or more occupants "100 sq ft"
- Bedroom: 1 occupant "70 sq ft", 2 occupants "100 sq ft", bedroom containing more than 2 occupants, shall have an additional 50 sq ft per each occupant
- Basement meet permit construction requirements for light, ventilation, egress, etc. prior to habitation

### **Other**

- All areas of dwelling and structures clean, pest-free and in good condition
- Electrical, plumbing and mechanical work in rental property requires licensed/bonded contractor with the City of Aurora

### **License Conditions**

- Rental/vacant license required for all non-owner-occupied dwellings
- Criminal background check must be State or National search
- Require Signed Crime Free Agreement (Lease Addendum)
- Failure to maintain properties in compliance with the City of Aurora codes may result in reinspection fees, fines, court actions, abatement or license actions

## **Criminal Background Check**

The following is a list of companies that perform criminal background investigation services. The City of Aurora does not endorse nor recommend any of the below companies.

Suburban P.I. Incorporated (servicios en español)

1700 N Farnsworth Ave. Suite 12

Aurora, IL 60505

Phone: (630) 966-9774;

Email: [steve@suburbanpi.com](mailto:steve@suburbanpi.com)

US Search

Phone: (800)877-3272;

Website: [www.ussearch.com](http://www.ussearch.com)

U.S. Criminal Checks Inc.

Website: [www.criminalcbs.com](http://www.criminalcbs.com)

Email: [uscriminal@gmail.com](mailto:uscriminal@gmail.com)