

PRE- INSPECTION GUIDE FOR LANDLORDS

ALARMS

- Are required smoke alarms and carbon monoxide detectors installed to code and working?

ELECTRICAL

- Is electric system properly grounded?
- Are switches, outlets & fixtures working and have required cover plates?
- No oversized fuses, inappropriate use of extension cords or space heaters?

HEATING SYSTEM

- Is furnace working and properly connected to chimney?
- Is there proper clearance around furnace for combustion air and to prevent a fire?
- Gas appliances properly connected to gas supply?

PLUMBING

- Are fixtures working properly with no leaks?
- Is water pressure proper? Is hot water at 120 ° F?
- Is water heater vented properly and have pressure relief valve with galvanized or copper relief pipe to within 6 inches of floor?

EXITING

- Are required exit pathways open and not blocked?
- Are halls and stairways properly lighted?
- Do bedrooms have openable escape windows?
- Do doors unlock from inside without use of a key?

STRUCTURE

- Are floors and floor coverings in good condition?
- Are windows in good repair, openable, and held in place without use of a stick?
- Are window screens installed and in good repair?
- Are doors and door hardware in good repair?
- Do screen doors have self-closing devices?
- Are stair treads and handrails in sound repair?

OTHER

- Is rental unit being maintained in a clean and sanitary condition?
- Is building free of insects and rodents? If not, please have exterminated.
- Are tenants properly storing and regularly removing garbage and rubbish? No accumulation of junk?
- Are appliances in good working order?
- Are your tenant's dogs and cats registered? If not, please contact Animal Control at (630) 256-3630.
- Are exterior holiday decorations removed within 60 days following holiday?
- Is your lease addendum current? Have you conducted tenant background checks, state or nationwide?

RENTAL UNITS

- As a licensed rental dwelling, your property has an approved number of licensed unit(s).
- Fines of up to \$500 per day shall be assessed upon discovery of any unapproved/illegal dwelling unit(s) found.
- In general, attics and basement are not considered habitable living space, may not be rented for or used for sleeping purposes, and are subject to fines.

EXTERIOR

CHIMNEY

- Is chimney in sound condition?

ROOF

- Is roof in good condition and free of leaks?

RAIN GUTTERS AND DOWNSPOUTS

- Do gutters or downspouts need repair?
- Are gutters/ downspouts free of obstruction?

OVERHANG EXTENSIONS

- Are canopies or awnings in sound condition?

WALL/SIDING/TRIM

- Are all exterior walls, soffits and fascia members in sound condition? Do they need scraping and painting?

HOUSE NUMBERS

- Are the house address numbers clearly visible from the street?

WINDOWS/SCREENS/DOORS AND DOOR FRAMES

- Are windows, doors, frames and trim in sound condition and free of holes and cracks?
- Do window wood surfaces need scraping and painting?

FOUNDATION WALLS

- Is foundation in sound condition?

WALKS, STEPS, DRIVEWAYS AND PARKING AREAS

- Are they in good, safe and sound condition without tripping hazards?

FENCES, RETAINING WALLS AND OTHER STRUCTURES

- Are they in sound condition or do they need scraping and painting?

GARAGE AND SHED

- Are garage and shed in sound condition?
- Do garage and shed roofs, doors, siding, soffits, fascia or other members need repair, replacing or scraping and painting?

YARD AREA

- Is property free of tall grass and weeds, junk, rubbish and garbage?
- There should be no inoperable, junk or unregistered vehicles parked on property.
- Did you know parking of vehicles on lawns is prohibited?

TRASH CONTAINERS

- Are they covered with close fitting lids?
- Are they stored at the rear of the house, not in front or side yard areas?
- Are containers placed on curb and removed in a timely manner? (7 p.m. night before pick-up; removed by 7 p.m. day of pick-up)

ZONING

- Did you know businesses in residential areas such as auto mechanic/auto repair are illegal?
- Did you know commercial vehicles on public or private property in residential areas in prohibited?

REMEMBER ...

- All work except minor repairs must be done with a permit. For information on permits please contact Building & Permits at (630)256-3130.
- A licensed contractor with permits should do all electrical, heating and plumbing.
- Property owners must notify this department immediately of a change of address at (630)256-3770.
- Any exterior work performed on building designated as historic requires a Certificate of Appropriateness, which can be obtained at the City's Historic Preservation Division. For more information please contact Historic Preservation at (630)256-3110.
- Please note that this is **only a guide and is not inclusive** of all City regulations and ordinances.