Village of Constantine
Rental Housing Inspection Checklist

Beginning September 2022

Exterior Areas

- Address numbers visible from public street (minimum of 3” high).
- Porch light is present at all exterior doors.
- Siding free from broken boards, missing pieces.
- Windows have no broken/missing glass. Operable windows have screens present or available (off season).
- Soffits, gutters, and roof are in good repair.
- Chimney is in good repair and covered.
- Steps, decks, porch walking surfaces are in good repair.
- Storm door is in good repair and closer is functional.
- Required handrails or railings are in good condition.
- Foundation is in good repair, no cracks, gaps, or unsecured openings.
- Yard is maintained and free of junk or litter.
- Off street parking is available where on street parking is not permitted.
- Any outbuildings are in good repair and secured.

Fire / Health & Safety

- Smoke detectors are in good repair, test properly and are located in every sleeping room, outside each sleeping room area, and on each floor.
- Charged fire extinguisher (type ABC) is present and mounted on a path of egress between kitchen and an exit to the exterior.
- In units with a fuel-burning appliance (hot water heater, furnace, etc.), a carbon monoxide detector must be located outside all sleeping rooms, which may require more than one per dwelling unit. If the fuel-burning appliance is within the sleeping room, a carbon monoxide detector must also be located in that sleeping room.

Plumbing

- No leaks at faucets or drains (S-traps under sinks are prohibited), toilet is firmly attached, and is not running.
- Hot water is present at all faucets and the shower.
- Ventilation fan is functional in bathroom. (or a functional window in bathroom)
- Water heater is functional and in good repair. Pressure relief valve and piping is in place.

Electrical

- Habitable rooms: minimum two duplex outlets and an overhead or wall light; if no light, three duplex outlets.
- All cover plates and light fixtures are present and in good repair.
- Extension cords are not permitted as a permanent electrical source (for example: for refrigerator, fish tank, etc.). Overuse of extension cords indicates need for extra outlets.
- Outlets are required to be GFI if they are: within six feet of any sink, tub or other water source, or in a garage, or exterior outlets, or in a crawl space or basement.
- Electrical panel is accessible, covered and secure.

Basement / Laundry

- Dryer vent is attached properly, exhausts to outside and is covered on the outside of the structure.
- Basements may not be used for living space unless they meet all habitable space requirements. All basement bedrooms or sleeping areas require an egress window.
- Clearance for access and fire safety around furnace, water heater and electrical panel is 36 inches minimum.
- Wood stoves are not permitted for heating in a basement.

Other Interior Spaces

- Operable windows open easily and stay open. Windows must have a sash lock.
- Sliding patio doors have a lock.
- All sleeping areas have proper egress window.
- Walls/ceilings are in good repair.
- Floor coverings are in good repair and sanitary.
- Interior doors are in good condition, latch and if provided with a lock do not require a key to open from within.
- Interior handrails are in good condition, new handrails return to wall.
- No pest infestations.
- Unit is clean, sanitary and no exits are blocked.
- Centralized heating unit is functional and in good repair. Furnace filters are clean.
- All habitable rooms must be able to maintain 68°F (space heaters cannot be used as a main source of heating)

Multi-Family Units

- Common areas are maintained, lighting is adequate, and smoke detectors test properly.
- Auto-closures on hallway/vestibule doors are operational.
- Fire exiting lighting is working, and all fire suppression systems have been inspected per required schedule, if equipped.
- Off street parking is present. (2 spaces per unit)