

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:

- 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:

- 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
- _____
- _____
- _____

Smoke Detectors:

- Properly installed and operable
- Installed in correct locations
- LR DR BD 1 BD 2 BD 3 BD 4 Other

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/rooms 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

Building Exterior:

- Roof waterproof & maintained
- Walls, foundations, chimney maintained
- Porches solid & maintained
- Guardrails on porches over 30" high
- Handrails if 4 or more steps

Yard:

- Grass, shrubs, trees maintained to code
- Accessory structures maintained to code
- No illegal vehicles or illegal parking
- No rubbish or garbage
- Have garbage containers with covers

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.