



**BUILDING DEPARTMENT  
TOWN OF EAST HAMPTON**

*300 Pantigo Place – Suite 104  
East Hampton, New York 11937*

**DRAFT**

**Rental Property Inspection Checklist**

To register your residential rental property and receive a Rental Registration Number, please complete the Rental Property Inspection Checklist and have it notarized.

Date

**PROPERTY OWNER INFORMATION**

Name(s)  
Physical Address  
Mailing Address  
Telephone Numbers

**RENTAL PROPERTY INFORMATION**

Physical Address  
Suffolk County Tax Map #

**Please check ( )  
if condition is met**

**EXTERIOR OF THE HOUSE**

1. House # is posted in numerals a minimum of 4 inches tall. ( )
2. House # is visible from the street. ( )
3. Is there a swimming pool? YES ( ) NO ( )  
If NO, go to #8
4. There is a code compliant, 4 foot high fence around pool. ( )
5. Pool gates are self-closing, self-latching and lockable. ( )
6. There is a working alarm on every door to the pool area. ( )
7. There is an alarm in the pool. ( )

**INTERIOR OF THE HOUSE**

8. How many bedrooms are in the house? \_\_\_\_\_
9. How many levels are in the house? \_\_\_\_\_
10. Is there a lower-level recreation area? YES ( ) NO ( )
11. Is there a lower-level sleeping area? YES ( ) NO ( )
12. There are handrails on all stairways. ( )
13. The electrical panel is properly marked. ( )
14. Are there any open building permits on this property? YES ( ) NO ( )

**SMOKE DETECTORS/CARBON MONOXIDE DETECTORS**

- 15. Smoke detectors are installed and working on every level. ( )
- 16. Carbon monoxide detectors are installed and working on every level. ( )
- 17. Smoke detectors are installed and working in every bedroom. ( )
- 18. Smoke detectors are installed and working in every sleeping area. ( )
- 19. Smoke detectors are installed within 10 feet of any bedroom door in the hallway. ( )
- 20. Smoke and carbon monoxide detector batteries are replaced regularly. ( )

**FIREPLACE/WOOD BURNING STOVE**

- 21. Does your home have a fireplace or wood-burning stove? YES ( ) NO ( )  
If YES, answer #22
- 22. The fireplace or wood-burning stove has a door(s). ( )

The Certificate of Occupancy is attached to this registration ( )

\_\_\_\_\_  
OWNER/AGENT

Sworn to before me this \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
\_\_\_\_\_

(Notary Public)