



Call or Email to schedule your appointment
 989-875-3200 | code@ithacami.com

Appointment Date: _____ Time: _____

LANDLORD INSPECTION CHECKLIST

This checklist is provided as a courtesy and is not all-inclusive. It is provided to give you an idea of the items that will be checked during the annual inspection. Please look your unit(s) over carefully before the inspector arrives for your appointment. If you check “No/Needs Repair” to any of these items, the unit may fail the inspection.

	ALL ROOMS	OK/YES	NO/NEEDS REPAIR
1	Is the unit free of any exposed wiring?		
2	Do all receptacles have appropriate covers and face plates?		
3	Are all windows properly glazed and free from cracks and holes?		
4	Do all windows open and close properly using its own hardware?		
5	Are all windows free from cracks, missing and/or broken panes?		
6	Do all windows have secure locks?		
7	Are doors leading to the exterior properly weather stripped?		
8	Are all ceilings sound, intact (no holes or bowing) and free from hazardous defects?		
9	Are all floors sound, intact and free from hazardous defects?		
10	Are all walls sound, intact (no holes or bowing) and free from hazardous defects?		
11	Are all painted surfaces free of deteriorated paint (chipped, peeling, cracking and/or chalking)?		
12	Are all floors free of tripping hazards, such as torn linoleum or carpeting, phone lines, any cables or cords?		
13	Are all closet doors hung properly so that they do not fall, including hardware?		
14	Are all doors fitted to openings for privacy?		
15	Are all rooms free of any other potentially hazardous features?		

	ADDITIONAL REQUIREMENTS	OK/YES	NO/NEEDS REPAIR
1	Is there a working smoke detector on each level of the dwelling?		
2	Is there a working smoke detector inside and outside of each sleeping unit?		
3	Is the unit free of pest, insects, rodents and vermin? If evidence is present, professional extermination paperwork may be requested.		
4	Is the unit free from an accumulation of garbage and debris inside and outside?		
5	Where there are four or more risers on the exterior and/or interior of the unit, is there a handrail? Are all stairwells (interior and exterior) free from loose, broken or missing steps?		
6	Is each unit free from air pollutants? (Mold, sewer, gas, etc..)		
7	Have all inoperable appliances been removed from the premises?		
8	Are all utilities (water, gas, electricity) on?		

	KITCHEN	OK/YES	NO/NEEDS REPAIR
1	Is there proper ventilation (hood vent or window)?		
2	Does the stove have all knobs intact and do all burners and the oven open and operate properly?		
3	Does the sink provide hot and cold running water? Is it free of leaks? Does the water drain properly?		
4	Is there a fire extinguisher in the kitchen?		

	HEATING EQUIPMENT/AIR CONDITIONING	OK/YES	NO/NEEDS REPAIR
1	Is the heating equipment capable of providing adequate heat to all rooms used for living?		
2	Is the unit free from unvented fuel-burning space heaters or any other unsafe heating conditions?		
3	Are all window/wall air conditioning units installed to prevent air infiltration and with proper slant to the outside walls?		
4	Are all vents and ductwork in good condition? Is all wrapping in good condition and secure to the ductwork? Is the tape used appropriate for the type of ductwork?		
5	If the furnace is in a closet, are the doors vented? A gas hot water heater or gas furnace cannot be located in a bedroom closet.		

	BATHROOMS	OK/YES	NO/NEEDS REPAIR
1	Does the toilet operate properly? Is it secure to the floor? Is it free from leaks?		
2	Does the sink provide hot and cold running water? Is there enough water pressure? Is the sink free from drips and leaks? Does the water drain properly?		
3	Does the tub and/or shower provide hot and cold running water?		
4	Does every bath area or toilet area have a fan vented to the outside or an operable window?		
5	Are all visible gaps around plumbing pipes properly sealed?		
6	Are all plumbing fixtures secured to the wall?		
7	Do all toilet tanks have lids?		
8	If there is a toilet in the basement it must be vented to the outside and enclosed with a privacy door, or it can be removed and cap off all drains & lines		
9	Is the washbasin and/or tub/shower free from rust, and hazardous cracks or chips?		
10	Are faucets fixtures rust free and in good repair?		

	LAUNDRY ROOM	OK/YES	NO/NEEDS REPAIR
1	Is the dryer properly vented?		
2	Is the laundry area free of lint and debris?		

	HEATING EQUIPMENT/AIR CONDITIONING	OK/YES	NO/NEEDS REPAIR
1	Does the hot water heater or pipes have leaks? Are the pipes free from corrosion?		
2	Is the pressure relief valve free from leaks and does the discharge pipes extend to approximately six inches from the floor?		
3	Are flame shields (cover plates) in place and properly installed?		
4	Is all electrical wiring encased in conduit?		
5	Is the flue pipe installed correctly and properly sealed?		

	EXTERIOR OF UNIT	OK/YES	NO/NEEDS REPAIR
1	Are all painted surfaces free of deteriorated (chipping, peeling, cracking and chalking) paint?		
2	Is the foundation sound and free of hazards? (deterioration, peeling paint, cracking, etc.)		
3	Are exterior surfaces sound, intact (no holes) and free from hazards?		
4	No vehicle shall at any time be in a state of major disassembly, disrepair or in the process of being stripped or dismantled on the property.		
5	Electric service cable(s) to the house must be free from deterioration or else it must be replaced.		
6	Any exterior vents must have operable vent hoods free from debris or damage.		
7	Are all gutters and downspouts free of debris or damage and properly secured?		
8	All structures on property (garage, sheds, etc.) will be inspected if the tenant has access to them.		



ZACH FOSTER
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