

# CITY OF AUSTIN LICENSED RENTAL INSPECTION CHECKLIST

INSPECTION DATE \_\_\_\_\_

SINGLE FAMILY  
 MULTI FAMILY

ADDRESS \_\_\_\_\_ UNIT # \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

PROPERTY MANAGER \_\_\_\_\_

INSPECTOR \_\_\_\_\_

**ACTION**

- VERBAL CORRECTION  
 - SEND LETTER  
 - SEND CERTIFIED LETTER  
 - NO VIOLATIONS OBSERVED  
 - NO SITE ACCESS  
 - PHOTOS TAKEN  
 - UNABLE TO ENTER BUILDING  
 - NOTICE LEFT ON SITE  
 - OTHER

**SINGLE & MUTLI-UNITS: INTERIOR**

<p><b>CEILING</b></p> <p><input type="checkbox"/> Free of water damage, cracks &amp; peeling</p> <p><b>ELECTRICAL</b></p> <p><input type="checkbox"/> All outlets &amp; switch plate covers present and secured</p> <p><input type="checkbox"/> Wiring is concealed</p> <p><input type="checkbox"/> Free of temporary wiring/extension cords</p> <p><b>FLOORS</b></p> <p><input type="checkbox"/> Floors free of holes, cracks &amp; tripping hazards</p> <p><input type="checkbox"/> Water-tight surfaces in bathrooms and kitchens</p> <p><b>FOOD STORAGE/PREPARATION</b></p> <p><input type="checkbox"/> Cabinet doors, drawers &amp; hardware in good condition</p> <p><input type="checkbox"/> Kitchen is sanitary</p> <p><b>STOVE/RANGE/OVEN</b></p> <p><input type="checkbox"/> Burners and oven elements are operable</p> <p><input type="checkbox"/> Door gaskets are in good condition</p> <p><b>REFRIGERATOR</b></p> <p><input type="checkbox"/> Refrigerator operable with secure gaskets and handles</p> <p><b>SINK/WASH BASIN</b></p> <p><input type="checkbox"/> Cleanable; Water-tight surfaces that are free of chips, cracks &amp; leaks</p> <p><input type="checkbox"/> No presence of flexible piping in drain piping</p> <p><b>SMOKE/CARBON MONOXIDE DETECTORS</b></p> <p><input type="checkbox"/> Working smoke detectors installed in each bedroom, adjacent hallways &amp; on each level</p> <p><input type="checkbox"/> Working carbon monoxide (CO) detector within 10 feet of bedrooms, where required</p>	<p><b>ENVIRONMENT</b></p> <p><input type="checkbox"/> Free of signs of rodent or pest infestation</p> <p><b>TUBS/SHOWERS/TOILETS</b></p> <p><input type="checkbox"/> Surfaces around tub, shower, floor and toilet are washable and water-tight</p> <p><input type="checkbox"/> Plumbing fixtures are operating properly</p> <p><b>EXITS &amp; PATHWAYS</b></p> <p><input type="checkbox"/> Clear, maintained &amp; usable</p> <p><b>STAIRS &amp; GUARDRAILS</b></p> <p><input type="checkbox"/> Carpeting on stairs is secure</p> <p><input type="checkbox"/> Handrails are present and secure</p> <p><b>WATER HEATER</b></p> <p><input type="checkbox"/> Drip pipe is in place within 18 inches of the ground</p> <p><input type="checkbox"/> Free of Leaks</p> <p><input type="checkbox"/> Properly Vented</p> <p><b>VENTILATION</b></p> <p><input type="checkbox"/> Bathroom - operable fans if there is no window</p> <p><input type="checkbox"/> Kitchen- mechanical fans or windows open freely</p> <p><input type="checkbox"/> Dryer - Vented through rigid metal and other approved flexible materials, secured at joints</p> <p><b>WINDOWS/PATIO DOORS</b></p> <p><input type="checkbox"/> Windows and doors free from leaks, cracks &amp; peeling paint</p> <p><input type="checkbox"/> Windows open, close &amp; latch freely</p> <p><input type="checkbox"/> Doors open, close &amp; latch freely</p> <p><b>WALLS</b></p> <p><input type="checkbox"/> Free of holes</p> <p><input type="checkbox"/> Free of water damage</p> <p><b>FURNACE/AIR CONDITIONER</b></p> <p><input type="checkbox"/> Heating appliances and air conditioners operable</p>
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**MULTI-UNITS: COMMON AREAS**

**FIRE EXTINGUISHER**

Fire extinguishers are visible, accessible, with valid inspection dates

Extinguisher cases are free of broken or chipped glass

**FIRE & SAFETY**

Emergency lights, exit signs and fire doors are maintained and operable

**STAIRS & GUARDRAILS**

Carpeting on stairs is secure

Handrails are present and secure

**HYDRANTS & SPRINKLERS**

Hydrants & sprinkler systems are well maintained

**LAUNDRY ROOMS**

Laundry rooms maintained and properly vented

All surfaces are water-tight

**GARBAGE/RECYCLING**

A garbage service in place

Containers are stored in approved enclosures

**NOTICE TO PROPERTY OWNER/RENTAL MANAGER: CORRECT THE FOLLOWING**

**& CALL 507-437-9950 TO SCHEDULE RE-INSPECTION:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**SINGLE & MULTI-UNITS: EXTERIOR**

**ADDRESSES**

Building address is visible from street

Individual numbers in the address are at least four inches tall

**BUILDING EXTERIOR/YARD MAINT.**

Roof & siding water-tight with no leaks

Sidewalks and steps maintained

Yard/Landscaping Maintained (mowed or plowed) and free of junk & debris

Painted surfaces are free of chipping/peeling

**DECKS**

Guardrails present on any decking over 30 inches

Decks structurally sound (no holes, no rotting)

**VEHICLES/OUTDOOR STORAGE**

Yard & exterior free of prohibited items

All vehicles parked on the property are operable, licensed & properly parked

**Inspection Notes:**

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