

## SHORT-TERM RENTAL CHECKLIST

### Fire Safety

- Smoke detector in each bedroom (704.2)
- Smoke detector on each level (704.2)
- Carbon monoxide detector in hallway within 15' of bedrooms (704.5)
- Carbon monoxide detector in the basement near the furnace (704.5)
- Exits free from obstruction (702.1 & 702.2)
- Hot water heater & furnace 3' clearance (603.3)

### Doors & Windows

- Doors open and close easily (304.14)
- Doors are weather tight (304.13)
- Doors lock and unlock with no special key (304.18.1 & 702.3)
- Windows open and stay open (304.13.2)
- Windows are weather tight (304.13.1)
- Windows lock (304.18.2)
- Windows are broken or cracked (304.14)
- Sleeping rooms have windows (403.1)

### Walls, Ceilings and Floor

- Walls, sills and ceilings clean and free from peeling paint (305.3)
- Floors structurally sound (305.4)
- Flooring is clean and good condition (305.4)
- Light fixtures have coverings (605.1)
- Light fixtures in halls, stairways, laundry room and furnace room (605.3)
- Graspable handrails installed where needed (307.1)
- Handrails firmly attached (305.5)
- The area is in a clean and sanitary condition (305.1)

### Heating, Plumbing & Electrical

- Hot water has a pressure relief valve (505.4)
- All equipment in good repair, safe, properly installed (304.11, 603.1, 603.2)
- Working GFCI's in kitchen and bathrooms (605.2)
- Working exhaust fan or window in bathroom (403.2)
- Outlets, switches and panel boxes are covered (605.1)
- Two outlets in each room and one in bathroom (605.2)
- Faucets run hot & cold water and toilets flush (505.1, 506.1)
- Leaking pipes or faucets drip (504.1)

### Exterior

- Address numbers are clearly visible from street and 3" high (304.3)
- Yard maintained (20-7-14)

- Rubbish stored in appropriate containers (20-7-2)
- Exterior in good repair (304.2)
- Siding, brick or paint free of chips or deterioration (304.6)
- Roof in good repair, with no leaks (304.7)
- Chimney in good repair and in a safe condition (304.11)
- Foundation in good repair, level with no cracking or deterioration (304.5)
- Gutters free of debris and downspouts directing water away from the structure (304.7)
- Premises free of infestation such as insects, bedbugs, mice or rats (302.5)
- Vehicles properly parked on an approved surface kept in good repair (302.3)
- Accessory structures structurally sound and in good repair (302.7)

**Other Property Maintenance Violations**

- Please list \_\_\_\_\_