



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
OF INSPECTIONS AND ENFORCEMENT DIVISION
NEW RENTAL HOUSING INSPECTION CHECKLIST

ADDRESS _____
DATE _____
INSPECTOR _____
ZONING DISTRICT _____
PASS _____
FAIL _____

PLEASE NOTE THIS CHECKLIST IS MERELY A GUIDE CONTAINING MOST COMMONLY FAILED ITEMS, AND IS NOT AN ALL-INCLUSIVE LIST:

- SMOKE ALARMS BATTERY ONLY** – All **removable battery powered only** smoke alarms (those not connected to the buildings AC electrical wiring), must be replaced with **NEW** 10-year **non-removable or sealed-in** lithium battery smoke alarms. Smoke alarms **MUST** be installed on every level of the home. Additionally, a smoke alarm **MUST** be installed in the hallway outside of and adjacent to the bedrooms **AND**, a smoke alarm must be installed **inside** of each bedroom. Always install smoke alarms in accordance with manufacturer's instructions. The date of manufacture is on the bottom (wall side) of the smoke alarm, they cannot be more than 10 years old. **PLEASE SAVE THE PACKAGING FOR THE RENTAL HOUSING INSPECTOR.**
- SMOKE ALARMS ELECTRIC** – Hardwired smoke alarms (those connected to electrical wiring of the house) The entire alarm **MUST** be replaced if they are more than 10 years old. The date of manufacture is on the bottom (wall side) of the smoke alarm. If there is no date, it is more than 10 years old and must be replaced. Never replace electric hardwired smoke alarms with battery powered only smoke alarms. Hardwired smoke alarms must always be replaced with **NEW** hardwired smoke alarms. Hardwired smoke alarms are still allowed to have a removeable backup battery; however, electrically hardwired smoke alarms with a non-removable 10-year battery are beginning to be available on the market. Install smoke alarms in accordance with the manufacturer's instructions. Smoke alarms must be installed on every level of the home, inside of each bedroom and in the outside hallway adjacent to the bedrooms. **PLEASE SAVE THE PACKAGING FOR THE RENTAL HOUSING INSPECTOR.**
- CARBON MONOXIDE ALARMS** – Effective April 1, 2018, a new Maryland State Law went into effect that requires all rental properties to install carbon monoxide (CO) alarms under any of the following conditions: 1.) the dwelling has an attached garage, or if, 2.) the dwelling has a carbon producing fuel burning device such as, 3.) a gas or wood burning fireplace, or wood stove, 4.) a gas or oil powered cook stove, 5.) a gas or oil powered heating system (HVAC), or water heating system using a carbon producing fuel. Carbon Monoxide alarms must be permanently installed outside of each sleeping area and on every level of the dwelling to include the basement. Additionally, a carbon monoxide alarm is required **inside** the same room as the carbon producing fuel burning device (i.e., fireplace, water heater, gas stove, furnace, etc.). When activated, the detector shall provide an audible alarm that is different from smoke detectors located within the dwelling unit.
Carbon monoxide alarms must be permanently installed. They can be either hardwired (connected to the dwellings electrical wiring) with a battery backup or, battery powered only with a ten-year battery with a sealed tamper resistant compartment. Plug-in carbon monoxide alarms are not allowed. The State recommends that affected properties replace the current hard-wired smoke alarms with a combination smoke alarm/carbon monoxide alarm unit. Carbon Monoxide Alarms should be installed in accordance with the manufacturer's instructions.
- CLEAN AND SANITARY CONDITION** – Your dwelling unit and any storage sheds or buildings, detached garages, fences and gates, etc. must be in good repair. The living unit must be clean and sanitary when the inspector arrives. All repairs and renovations should be fully completed in a workmanlike manner and all tools, materials, and debris removed from the premises. The yard must be free of trash and debris.
- FIREPLACES** – Level 1 Inspection required on masonry (wood burning) fireplaces. If it is a masonry fireplace, wood burning fireplace or woodstove, you must have proof of chimney flue cleaning within the last 12 months. Report provided must indicate the fireplace or woodstove is safe to use for its intended use. **PROVIDE DOCUMENTATION OF SAME.**
- OCCUPANCY LIMITATIONS - Bedrooms** – Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 40 square feet of floor area for each occupant thereof. *Nothing in this section shall prohibit an efficiency living unit from meeting the following requirements:*
 1. A unit occupied by not more than one occupant shall have a minimum clear floor space area of 120 square feet (11.2 m²). A unit occupied by not more than two occupants shall have a minimum clear floor space area of 220 square feet (20.4 m²). A unit occupied by three occupants shall have a minimum clear floor space of 320 square feet (29.7 m²). These required areas shall be exclusive of the area required by subsections 2 and 3 of this section.
 2. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a minimum clear working space of 30 inches (762 mm) in front. Light and ventilation conforming to this code shall be provided.
 3. The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower.
 4. The maximum number of occupants shall be three.
- HOT WATER HEATER** – Check to ensure temperature and pressure relief valve is piped down to the floor not more than 6 inches above floor level or piped into sump pump pit or other approved termination. Check venting if gas fired. Assure clearances. New State Law effective April 1, 2018 requires the installation of Carbon Monoxide Alarms if appliances are gas fired.

- WASHER/DRYER** – (if provided) – Check the hookups and turn them on a short cycle to ensure there are no leaks and they are in working order. The dryer should be vented to the exterior or as per manufacturer’s instructions. **Flexible exhaust duct must be metallic/metal and not plastic.**
- ELECTRICAL PANEL BOX** – Check for tripped breakers, missing spacers or breakers providing access to the interior buss bar. A minimum clear space (30” in width and 36” in front) must be left open at the electrical panel.
- ELECTRICAL SERVICE CABLE** – Property owners are responsible for maintaining the electrical service entrance cable to the home. The large electrical wire from the 1st connection point at building all the way to the electric meter. If this cable is in disrepair (wire covering deteriorating), it must be replaced by a licensed electrician, under permit.
- FURNACE** – Forced air, heat pump or other forced air type unit, check for filter, if visible, is it clean. If gas fired, check condition of flue pipe for holes, rust, is connection tight, clearance to combustible materials usually 18 inches on single wall flue. Last service invoice is important to note/provide.
- HOT WATER BOILER** – May provide domestic hot water in addition to heat, boiler circulates hot water through a system of pipes and radiators and baseboard heating units. Look for a temperature and pressure relief valve; it must be piped down to within 6 – 8 inches of floor level. The unit should be serviced annually.
- ROOMS ON ALL FLOORS** – Check perimeter of room (floors/ceilings) for water damage, i.e., stains or suspected mold, check electrical outlets quantity and use an outlet tester on random outlets; **OUTLETS CANNOT BE PAINTED OVER.** Painted outlets must be replaced and cannot be cleaned. Note how many bedrooms.
- BASEMENT** – Check for window meeting egress requirements in basement if there is a bedroom in the basement (No more than 44 in. above floor, window min. clear opening 5.7 sq. ft.; min. 20 in. wide, min. 24 in. high). Check for signs of leaks at foundation, exterior door, areaway or flooring above.
- BATHROOM/POWDER ROOM** – Check for ventilation fan exhausted to the exterior or openable window; check bathtub/shower tiles for loose tiles and proper caulking at wall and tub as well as where the tub meets the floor; check floors to ensure they are impervious to water and have no loose or missing tiles; flush toilets, run water in bathroom lavatories (basin), check for hot water at faucet; check under the vanity cabinet for any water leaks or signs of previous water leaks, and all caulking is in good condition; toilet seats should be hard surface.
- ALL ROOMS** – Check to ensure that all switch plates and duplex outlet covers are installed, check for open (exposed wires) electrical junction boxes. Ensure that receptacles are not painted. Check for holes in walls, floors and ceilings. Ensure there is no peeling paint. Close and lock and reopen all interior doors for fit and operation. Must be clean and sanitary.
- WINDOWS** – Check windows to ensure there are locks on all first-floor windows (with a sill height of 6 ft. or less from ground), and window functions properly. Windows must be able to remain open (held in place with their own hardware) without slamming shut. Ensure window screens are in place, tight fitting and free of holes.
- SPRINKLERS** – If the house has a sprinkler system (for fire suppression), check sprinkler heads for clearance requirements and ensure that no heads are painted or damaged.
- KITCHEN** – Run water in sink and check for leaks under the sink, check garbage disposal for operation and proper electrical connection; check inside stove to ensure it is clean and sanitary. Turn on stove and burners to ensure they are in working order; check stove hood fan and light for operation; look inside dishwasher to ensure it is clean and sanitary; turn on dishwasher to ensure it is working properly if you suspect it is not; look inside cabinet doors for signs of roach infestation and ensure they are clean and sanitary; look inside refrigerator (if provided) for clean sanitary condition free of odors; dishwasher is attached to under counter; drawers do not pull out all the way and are attached on drawer rails; cabinets and counter surfaces are not delaminated or damaged.
- STAIRWAYS (INSIDE/OUTSIDE)** – Check to ensure handrails are in place and secured if there are four risers or more. Metal handrails must not be rusted or have peeling and flaking paint.
- EXTERIOR** – Check to ensure that gutters and downspouts are not crushed or clogged and are free of overhanging branches. Since it is hard to determine the condition of a gutter from the ground, look for plant/weed growth which is a sure sign it is clogged up; splash blocks should be in place at the termination of the downspout; look for green discoloration on siding which is a sign that gutters and downspouts are not functional; look for large areas of moss growth near foundation wall-this may indicate standing water; look for areas where topsoil is missing exposing stones/pebbles; ensure that globes are on all exterior light fixtures (all exit doors require a light); ensure there are no holes in the exterior that would allow nuisance animals to enter; ensure there is no rotted wood trim or cracking or peeling paint; visually look at roof covering for signs of deterioration (note any clawing shingles or missing

