

KENTWOOD RENTAL INSPECTION GUIDELINES

1. **Exterior** - The address must be on the building and visible from the street – unit address must be on individual doors in multi-unit dwellings

Check the condition of the following:

- a. Exterior doors must close and latch
- b. Siding, brick or paint on exterior
- c. Windows, screens
- d. Roof/flashing
- e. Chimneys
- f. Facias, soffits
- g. Grass, leaves, tree limbs
- h. Paved surfaces (Driveways/Sidewalks – no pot holes, trip hazards)
- i. Foundation
- j. Garage/shed/swimming pools – properly fenced, gate automatically closes and locks
- k. Check condition of deck structures, porches and steps as applicable:
-deck boards, joists, guardrail, balusters

2. **Kitchen**

- a. Floors/walls/ceilings must have a proper finish; free of holes and mold.
- b. Garbage disposals if supplied; must be wired properly
- c. Check for plumbing leaks
- d. Check water pressure
- e. Windows must operate freely and stay open with proper window hardware
- f. Electrical outlets – check as many as practical for proper wiring/connection/condition
- g. Electrical GFCI's outlets must work properly
- h. Check condition of cabinets and counters

3. **Living room**

- a. Floors/walls/ceilings must have a proper finish; free of holes and mold
- b. Electrical outlets – check as many as practical for proper wiring/connection/condition.
- c. Windows must operate freely and stay open with proper window hardware
- d. Check condition of interior doors

4. **Bathrooms**

- a. Ventilation is required either through a window or mechanical means
- b. Check water pressure
- c. Check condition of toilet, ie. leaking, running, etc.
- d. Floors/walls/ceilings and tub/shower enclosures must have a proper finish; free of holes and mold
- e. Check condition of floor structure, ie. water damage
- f. Check condition of interior doors
- g. Electrical GFCI's outlets must work properly

5. Bedrooms

- a. Floors/walls/ceilings must have a proper finish; free of holes and mold
- b. Electrical outlets – check as many as practical for proper wiring/connection/condition
- c. Windows must operate freely and stay open with proper window hardware
- d. Check condition of interior doors
- e. Egress windows for basement bedrooms

6. Stairwells

- a. Check condition of handrails
- b. Check condition of stairs
- c. All surfaces must be properly finished

7. Fire

- a. Check for proper location and type of smoke detector - one on each floor, outside bedrooms, inside each bedroom, hard wire electric where required
- b. Fire extinguishers where required (four units and larger) must be annually certified. One is required in each dwelling unit or hallways
- c. Any sprinkled or monitored system must be inspected and certified annually
- d. Check Electrical Service Panel box for open breaker slots and proper cover

8. Mechanical rooms/Laundry rooms

- a. Doors must automatically close (multi-family buildings)
- b. Floors/walls/ceilings must have a proper finish; free of holes and mold
- c. Any penetrations must be sealed (duplex/multi-family buildings)
- d. Check combustion air for furnace, water heater, dryer
- e. Check venting/exhaust for furnace, water heater, dryer
- f. Check Electrical Service Panel box for open breaker slots and proper cover

9. Miscellaneous

- a. Dwelling shall be free of bugs, pests, rodents
- b. Sump pump shall not discharge to sanitary sewer system, must have exterior air break

This list is not intended to be an all-inclusive list, but a guide for the most common issues. The International Property Maintenance Code has other requirements that may not be listed above.

Call the Inspections Department at 616 554-0700 with questions or to setup an inspection. Do not let your certificate of rental compliance lapse. It will result in substantial fees to your property!