



2401 Mounds View Boulevard | Mounds View, MN 55112-1499  
Phone: 763.717.4020 | Fax: 763.717.4019

## Rental Property Checklist

Community Development Department is responsible for promoting the health, safety, and livability of the housing stock in the City of Mounds View. Regular inspections of rental properties are conducted to ensure they are safe and well-maintained. The following checklist is a practical guide to many of the things that Housing Inspectors look for.

### Exterior

#### EXTERIOR WALLS

- Soffit and fascia in good repair
- House numbers visible from public right of way
- Siding is weathertight and intact

#### PAINT

- Wood surface weather-protected
- No peeling, chipping, flaking or otherwise deteriorated paint

#### FOUNDATION

- Structurally sound
- Free from holes or gaps
- Proper grading

#### ROOF

- Free of leaks
- Structurally sound
- No loose or missing shingles
- Roof overhang free from deterioration

#### EXISTING GUTTERS & DOWNSPOUTS

- Free of debris
- Properly attached and drains away from structure

#### CHIMNEY

- Tuck-pointing/mortar in good repair
- Flue liner in good repair

#### PORCH/DECKS

- Structurally sound and in good repair
- Guardrails required if over 30 inches above grade

#### STAIRS/STEPS

- Securely attached and free of deterioration
- Handrails required on stairs/steps with four or more steps/risers
- Snow shoveled at all building exit doors
- Continuous guardrails required on open sides of stairways 30 inches or more above grade

### Premises and Accessory Structures

#### GARAGES/SHEDS

- In good repair and structurally sound
- Not open to trespass
- Exterior surfaces weather-protected and intact

#### FENCES

- Well-maintained
- Wood surfaces weather-protected

#### YARD

- Grass and weeds cut
- Proper grading and ground cover
- No litter, car parts, yard waste, construction waste, or other miscellaneous debris
- Firewood neatly stacked and properly stored
- Compost is properly contained

#### VEHICLES/PARKING

- No commercial vehicle parking allowed
- Parking only on approved parking surfaces in approved locations
- No abandoned, unlicensed, or inoperable vehicles
- Car repair prohibited (except minor repairs to occupant-owned vehicles)

### Interior

#### WALLS & CEILINGS

- In good repair
- No loose wallpaper
- Free from holes
- No flaking, chipping, or peeling paint
- Free from water damage

## FLOORS

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- In good repair
- No holes
- Structurally sound
- No trip hazards (i.e. torn carpet)

## HALLWAY/STAIRS

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- Clear pathway
- Handrails/guardrails securely attached
- Continuous guardrails required on open sides of landings/stairways 30 inches or more above grade
- Graspable handrails
- Floor covering should be intact and secured to stairs

## SLEEPING ROOMS

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- Proper egress window or door open to the outside required
- Floor space shall be no less than 70 square feet with a seven foot minimum width
- Minimum ceiling height of seven feet
- Proper light and ventilation
- Window treatments required
- Minimum of two duplex electrical outlets or one duplex outlet and one switched overhead light fixture required per sleeping room

## WINDOWS

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- No broken/cracked glass
- Easily openable and remains open without the use of a prop
- Locks required within 24 feet above grade
- Openable windows must have screens in good repair
- Storm windows required except on double pane glass or better
- Weathertight
- Window frame and sashes must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk

## DOORS

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- Fits frame and closes and latches securely
- Proper working hardware
- Weathertight and rodent proof
- Unit exit and entrance doors require deadbolt locks
- Storm/screen doors are maintained in good condition with functioning closers

## KITCHEN

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- Cabinets and counters must be in good repair
- Hot (120 degrees) and cold running water with adequate pressure
- No loose or dripping faucets
- Drains must function properly, free of obstructions
- Appliances must be in working condition
- Appliances are plugged directly into outlets without the use of extension cords or adapters
- Gas appliances must be connected properly with approved fittings/connectors

## BATHROOM

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- Sink and tub/shower properly installed and maintained in good repair with caulking intact
- Toilet properly installed with all components intact and properly secured, maintained and functioning
- Faucets must have a minimum one inch gap above the spill line
- Light fixture required
- Bathroom cabinets must be in good repair
- No loose or leaking faucets
- Water-impervious flooring
- Mechanical venting must work if present
- Hot and cold running water with adequate pressure required to each fixture
- Window treatments required

## Electrical, Mechanical & Plumbing

### ELECTRICAL

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- Adequate service and outlets
- Properly installed service panel
- Fixtures must be intact and properly functioning
- Extension cords cannot be used in lieu of permanent wiring
- Cover plates required on all outlets, switches, and junction boxes
- All wiring must be properly installed and maintained

### MECHANICAL

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- Heating facility must be properly installed and maintained
- Maintain interior temperature of 68 degrees from October to May
- Temporary heating devices shall not be used as primary source of heat
- Fuel burning facility must be connected to an approved chimney, flue, or vent

## PLUMBING

- Faucets must have a minimum one inch gap above the spill line
- All plumbing must be installed and maintained to code
- Gas flex connectors must be Underwriters Laboratory (UL) listed and approved
- Hot and cold running water with adequate pressure required to each fixture
- Waste lines must be properly installed and vented, "S" traps not allowed, no flexible waste lines
- Hand held showers must have backflow prevention
- No leaking faucets or pipes
- Unused gas & plumbing lines must be capped
- All pipes must be free from defects and obstruction, and properly secured

## Fire Protection

### GENERAL

- Storage of paint, paper, boxes, rags or other combustible/flammable material not allowed within 10 feet of gas-fired appliances (furnaces, water heaters, etc.)
- Path of egress shall not be blocked by debris, storage, trash, snow, ice or other obstruction
- Third floor units require a second means of egress
- All stairways require continuous, graspable handrails
- Buildings with three or more units require fire extinguishers
- If multiple units of a three unit or greater building lead into a common area, doors leading from the units shall fire rated doors with closers

### SMOKE DETECTORS

- All smoke detectors shall be installed to code and to manufacturer's requirements with working batteries and functional connections
- Locate at least one smoke detector on each level, not including crawl spaces and uninhabitable attics
- Locate a smoke detector within close proximity to the outside of sleeping rooms
- Smoke detectors required in each sleeping room

### CARBON MONOXIDE DETECTORS

- All carbon monoxide detectors shall be installed to code and to manufacturer's requirements with working batteries and functional connections
- Locate carbon monoxide detectors within 10 feet of sleeping rooms

## Occupancy

- Cellars/crawlspaces shall not be used as habitable space
- Basements and attics must meet all permit construction requirements for light, ventilation, egress, etc. prior to being used as habitable space

## Permit Requirements

- Rental license must be current with fees paid and up to date contact information
- Electrical, plumbing, and mechanical work in rental property requires a licensed contractor
- Any structural alterations or changes in building configuration require a permit
- New dwelling units within existing buildings require zoning approval, plan review and proper permits *prior* to habitation
- When interior alterations, repairs or additions requiring a permit occur, the dwelling unit must be provided with smoke alarms located as required for *new* dwellings and the smoke alarms must be interconnected and hard wired. Exception: smoke alarms in existing areas shall not be required to be interconnected and hard wired where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure.

## General Information

The above checklist is based on the City of Mounds View Housing Code Chapter 1005 and the Rental Dwelling License Code Chapter 1012.

For more information, please visit our website at [www.ci.mounds-view.mn.us/](http://www.ci.mounds-view.mn.us/) where you can learn more about the code, rental licensing, and other helpful resources.