

Check List used for Short Term Rental (STR) Inspections



SHORT TERM RENTAL INSPECTION FORM

PROPERTY ADDRESS: \_\_\_\_\_

Owner: \_\_\_\_\_

Inspection Date & Time: \_\_\_\_\_

Agent: \_\_\_\_\_

Total # of Units: \_\_\_\_ Unit # Inspected: \_\_\_\_ Unit Location: \_\_\_\_\_

Contact / Phone # \_\_\_\_\_

INSPECTION STATUS ('ok' unless marked 'F' for FAIL)

Inspection Results: **P** **F**

1 - Smoke Detectors	Fail	7 - Exterior	Fail
Hallway		Accessory structures in good repair (shed-deck -garage -fence -pool)	
Basement / Other level		Foundation/chimney	
Bedroom #1 Dimensions:		Guard rails & exterior stairs	
Bedroom #2 Dimensions:		Peeling paint and/or broken windows	
Bedroom #3 Dimensions:		Screens on windows during season (April - Oct)	
Carbon monoxide detector(s) - gas appliance/attached garage present		Self-closing screen doors	
<b>2 - Interior Finishes</b>		Standing water	
Handrails		Vehicles parked legally/ Inoperable vehicles	
Holes/Breaks		Rubbish storage	
Infestations		Grass/weeds less than 6" high	
Trip hazards - floor coverings/stair geometry/ext. cord miss-use		<b>8 - Short Term Rental Requirements</b>	
		Phone line present & working incoming/outgoing calls Y N	
<b>3 - Proper Egress</b>		Telephone Number: _____	
Exits unlock without key from the inside		Location of fire extinguisher: _____	
Egress & all operable windows remain open w/o support		Escape Plans Posted in each sleeping room Y N	
<b>4 - Mechanical</b>		Rental Certificate posted Y N	
Natural and/or mech. ventilation in bathroom		Safe Haven Language posted Y N	
No storage within 3 ft. of gas appliances/furnace		Outside trash container is 'screened' from public view Y N	
PRV & drop pipe on water heater		How many on-site parking spaces: _____	
		<b>COMMENTS:</b>	
<b>5 - Electrical</b>			
Common areas illuminated			
Covers on all junction box, outlets, switches			
Excessive extension cord use			
Proper receptacle grounding (& GFCI protection)			
Service panel accessible for all occupants			
Two (2) receptacles per room			
<b>6 - Plumbing</b>			
Proper fixture operation w/o leaks (fill/drain, flush)			
Proper water temperatures			

Rental Representative Signature: \_\_\_\_\_

City Staff Initials : \_\_\_\_\_

**City Inspector Noted:** The violations and correction timeframe were explained to the AGENT and the AGENT appears to fully understand what the violation(s) are and what is needed to become compliant. If there are any violations, AGENT understands a RENTAL INSPECTION CORRECTION NOTICE will be issued to AGENT and they will have 21 days from the date of issuance in which to respond, comply, or appeal.

Inspected by: \_\_\_\_\_