



# CERTIFIED BUILDING INSPECTOR RENTAL UNIT INSPECTION REPORT

INSPECTION DATE: \_\_\_\_\_

## RENTAL PROPERTY INFORMATION

Property Name			
Property Address			
Building #		Unit #	
Is the unit occupied?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Can the unit be inspected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, provide a reason			

## CERTIFIED BUILDING INSPECTOR INFORMATION

Inspector Name	
Company Name	
Company Address	
Phone Number	
Email	
Certification Type	
License Number	
License Expiry Date	

**In accordance with the new ordinance: Part 1 - Subpart B - Chapter 105 - Article IV - Multifamily Rental Housing, all multifamily rental units will be inspected annually for the following conditions:**

## INTERIOR UNIT INSPECTION

### Doors / Windows

No.	Minimum Standards for Basic Equipment & Facilities	N/A	Pass	Fail	Required Action
1	All exterior entry doors are operational and properly aligned and installed in the door frame (provide "failed" location(s) if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	All exterior entry doors have privacy locks and are in good working order (no double-keyed locks are allowed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	All exterior entry doors providing access to egress corridors, breezeways, or stairs are self-closing and fully latch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	All interior doors are operational and properly aligned and installed in the door frame (provide "failed" location(s) if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5	Bathroom doors have privacy locks and are in good working order (no double-keyed locks are allowed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	All bedrooms have windows that are operable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	All windows shall be in good condition with no cracks, broken seals, or holes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Balcony / Deck / Porch</b>					
8	Exterior balconies, decks, and/or porches are structurally sound and maintained in good condition (i.e., properly secured, no evidence of wood rotting, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	All guardrails, located on exterior balconies, decks, and/or porches are a minimum height of 36" and are maintained in good condition (i.e., properly secured, no evidence of rust, wood rotting, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	No open-flame cooking devices (i.e., grills, turkey fryers, etc.) are located on the balcony. Exception: Grills are only allowed on balconies that are sprinklered and are made of non-combustible materials on all surfaces (unless not allowed by property management).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Structural</b>					
11	All stairs and landings are structurally sound and maintained in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	All stairs and landings have a continuous and graspable handrail that is properly secured to the wall and/or structure (handrail only required on 4 or more risers).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Interior floors and ceilings are level and in good condition (check to make sure there are no sags, humps, or cracks).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Interior walls are plumb and are in good condition (check to make sure there are no cracks in the finishes).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental</b>					
<b>No.</b>	<b>Minimum Standards for Basic Equipment &amp; Facilities</b>	<b>N/A</b>	<b>Pass</b>	<b>Fail</b>	<b>Required Action</b>
15	There is no evidence of insects and/or rodents observed (extermination is required prior to re-releasing a vacant unit).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	There is no presence of mold or mildew inside the unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	There is no evidence of water staining on the unit's ceilings, walls, and/or floors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Life Safety</b>					
<b>No.</b>	<b>Minimum Standards for Basic Equipment &amp; Facilities</b>	<b>N/A</b>	<b>Pass</b>	<b>Fail</b>	<b>Required Action</b>
18	Smoke detector located in all sleeping rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

19	Smoke detector located on the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Smoke detectors are less than 10 years old (enter the expiration date in the required action).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	All existing smoke detectors are operational (press the test button).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	All existing smoke detectors are interconnected so that the activation of one alarm will activate all alarms (smoke detectors are required to be interconnected once they expire and are replaced).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Carbon monoxide detector installed (only required for fuel gas appliances such as stove, furnace, water heater, fireplace, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Carbon monoxide detectors are operational (press the test button).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Cooktop fire suppression device installed directly over the cooktop (not required for rental units that have a sprinkler system).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Cooktop fire suppression device is at least 30" above the cooktop (unless the device is specifically rated for less clearance).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	A 2A10BC fire extinguisher or larger with at least 5 pounds of extinguishing powder is installed inside the rental unit (not required for rental units serviced by a fire sprinkler system).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	The fire extinguisher certification is current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	The fire extinguisher is operational (not discharged).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	There is a safe, continuous, and unobstructed path of travel provided from any point in the unit or structure to the main entry door that leads to the public egress path.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	There are no combustible items adjacent to fuel-burning appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	There is no excessive storage of combustible items, fuel, or other hazardous chemicals in the unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Appliance</b>					
<b>No.</b>	<b>Minimum Standards for Basic Equipment &amp; Facilities</b>	<b>N/A</b>	<b>Pass</b>	<b>Fail</b>	<b>Required Action</b>
33	Cooktop burners are operational and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Oven is operational and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Oven interior does not have excessive build-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

36	Oven seal is in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	All cooktop/oven knobs and buttons work properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Microwave is operational and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Microwave knobs/buttons are in good condition and work properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Refrigerator temperature is at or below 40° Fahrenheit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Freezer temperature is at or below 0° Fahrenheit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Freezer does not have any excessive ice or frost formation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	There are no unusual sounds or vibration levels from the refrigerator/freezer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	There is no rust on the exterior or interior of the cabinet or components of the refrigerator/freezer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	The refrigerator/freezer door seal is not leaking (no evidence of mold and mildew).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Dishwasher is operational and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Dishwasher does not have a water leak.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Disposal is operational and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Disposal plumbing is not leaking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	Exposed disposal wiring is in a protective conduit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Disposal wiring is properly secured inside the disposal and the cover plate and cable connector are installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Washing machine is operational and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Washing machine water supply lines are in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	Washing machine drain lines are in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	Washing machine does not have any water leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56	Dryer is operational and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57	Dryer lint trap is clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58	Dryer lint hose is properly secured to the lint discharge outlet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Mechanical**

No.	Minimum Standards for Basic Equipment & Facilities	N/A	Pass	Fail	Required Action
59	Heating furnace/blower is operational and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60	The filter in the heating furnace/blower is clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61	All heating furnace/blower wiring is properly secured in junction boxes/switches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62	No gas-burning appliances are in sleeping rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63	No openings from the mechanical closet into bedrooms and/or bedroom closets (holes, gaps, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64	Exterior A/C condenser is operational and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65	Exterior A/C condenser is clean and free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66	Exterior A/C condenser has a minimum of 36" clear space around it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67	Exterior A/C condenser is properly installed on a solid base (no ground contact).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68	Exterior A/C condenser has all cover panels installed (no loose or exposed wiring or components).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69	Exterior A/C condenser is labeled with the unit number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70	Exterior A/C condenser wall penetrations are sealed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71	The exterior A/C condenser has a functioning electrical disconnect (not hard-hardwired or bypassed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72	There is a proper enclosure for the exterior A/C condenser electrical disconnect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electrical</b>					
No.	Minimum Standards for Basic Equipment & Facilities	N/A	Pass	Fail	Required Action
73	Electrical outlets/switches are operational and in good working condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
74	Electrical outlet/switch covers are installed and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
75	Bathroom GFCI outlets are operational and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76	Kitchen GFCI outlets are operational and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
77	Electrical fixed light fixtures/fans are in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
78	Electrical light fixture globes/shades are installed and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

79	Bathroom fans are operational and in good working order (bathroom fans are not required if there is an operable window located in the bathroom).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
80	Bathroom fans are clean and free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
81	Electrical panel door opens freely at least 90 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
82	Electrical panel door securely latches when closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
83	All breakers are operational and in good working condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
84	There are no open blanks in the electrical panel that provide direct access to the space behind the dead front.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
85	All breakers are clearly labeled on the interior of the panel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
86	Electrical panels are securely attached to the wall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
87	There is no evidence of rust or burns on the interior, exterior, and around the electrical panel's perimeter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
88	There is a minimum of 36" clearance directly in front of the electrical panel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Plumbing</b>					
<b>No.</b>	<b>Minimum Standards for Basic Equipment &amp; Facilities</b>	<b>N/A</b>	<b>Pass</b>	<b>Fail</b>	<b>Required Action</b>
89	Water heating equipment is operational and in good working order (check to make sure that hot water works in the bathroom and kitchen faucets).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
90	Water heater wiring is properly secured inside junction boxes/switches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
91	Water heater does not have a water leak.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
92	Kitchen sink is operational and in good working order (check to make sure there are no water leaks around the faucet and plumbing beneath the cabinet).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
93	Bathroom tubs and showers are operational and in good working order (check to make sure there are no water leaks around the faucets).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
94	Bathroom sinks are operational and in good working order (check to make sure there are no water leaks around the faucets and plumbing beneath the cabinet).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
95	The bathroom tubs, showers and sinks are properly sealed and caulked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
96	Toilet is operational and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
97	Toilet tank is not cracked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

98	Toilet is stable and securely attached to the ground.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional comments</b>					

I hereby attest to the accuracy of the information contained in this report. Further, I attest that I am qualified to perform these inspections as outlined in the City of Sandy Springs Municipal Code, Section 105-118.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date