

## Annual Self Inspection Check List \*

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

1. Operable plumbing fixtures, including running water, both hot and cold, in all fixtures, proper sewer connection to the city's sewer system, and a properly vented water heater, with relief valves.
2. No exposed, live electrical wires.
3. Working electrical outlets.
4. Working light receptacles.
- ~~5.~~ All installed air conditioning and heating units must be in working order.
6. Owner has evaluated the integrity of structural components to ensure there are no health or safety issues, including holes in the walls or roof that would compromise the health or safety of the residents; rotten siding, roofing, flooring or eaves to the extent that it would cause a hazard; guard railings that are in danger of falling off, etc.
7. An operable smoke alarm.
8. Operable deadbolts and locking doors.

From the date of the Annual Rental Property Registration, the Property Owner or Manager has 30 days to inspect the premises of the property, and to certify the following:

I certify that I have inspected this property, on \_\_\_\_\_, and to the best of my knowledge, that that all of the above is true, and that all of the above items are properly installed and in good working order. I am aware that other City ordinances may apply.

\_\_\_\_\_  
Property Owner / Manager

\_\_\_\_\_  
Date

*\* Based on regulations in effect at the time of construction / installation.*