

Long-Term Residential Rental Property Licensing/Inspection Program, Inspection Form/Checklist Ordinance No. 9876 - Chapter 6, Article 13

The inspector performs a visual inspection of the long-term Residential Rental Property based on Chapter 6, Article 13 of Ordinance 9876, and shall be compliant with the City's Property Maintenance Code (PMC), codified as amended at Chapter 9, Article 6 of the City Code. The inspection is limited to observations readily visible without moving or removing any item. Furnishings are not moved. Concealed, internal or hidden damages or defects may not be observed.

Date: _____ Owner/Agent Name: _____

Property Address: _____ Owner/Agent Email: _____

Inspector Name: _____ Phone# _____

The items outlined below are typical Property Maintenance Code requirements that the inspector will verify are compliant during the inspection to comply with Section 6-1314 of the Long-Term Residential Rental Property Code.

	P	F	Violation Guidance
Windows and doors, general (PMC Ch. 3)			
(304.13)(304.16) Windows, skylights, doors or frames are not maintained in sound condition, good repair and weather tight. Window glass or glazing is missing, rotted or has cracks or holes. Basement hatchways are not maintained to prevent entry of rodents and drainage water.			Exterior doors or door jambs, or window frames or sills are deteriorated due to water damage, wood rot or pest damage(rotting wood can be easily penetrated with a small screwdriver or finger); window sashes have missing, damaged or rotted rails or structural mullions; or there are gaps around exterior doors, window frames or sashes where daylight can be seen from the interior side, or through which exterior air easily infiltrates to the interior.
(304.13.2) Windows, other than fixed windows, are not openable.			Window/s required for ventilation per 403.1 & 403.2 are painted or sealed shut, or hardware to open such window/s (such as a handle for a roll-out casement window) are inoperable or missing, or window sash/es for such windows are not hung squarely and cannot be raised.
(304.14) Minimum one window per habitable space is not supplied with a tight fitting screen.			Required screens are missing or badly damaged with tears or holes over one inch in length or diameter.
(304.18.2) Openable windows within 6 ft. of adjacent grade are missing locks or have inoperable locks.			Window locks on windows within 6 ft. of adjacent grade are missing or inoperable.
(304.15) (305.6) Exterior and interior doors, door assemblies and/or hardware is not maintained in good condition, do not fit reasonably well in their frame and are not capable of being opened and closed by being properly and securely attached to jambs, headers or tracks. Locks at all dwelling unit entrances and sleeping units do not tightly secure the door.			Exterior and interior door/s, door assemblies and/or hardware are damaged or deteriorated; door jamb/s are badly deteriorated or rotted; or exterior entry or egress door/s do not fit properly in frame and are difficult to close or open. Doors cannot be closed tightly to door jamb in door frame; doors are hanging crooked due to damaged or missing door hinges; or rolling doors are off their tracks.
(304.18.1) Doors providing access to a dwelling unit or rooming unit are not equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys or special knowledge, with a minimum throw of 1 inch.			Required deadbolt locks are not installed; deadbolt locks are missing, damaged or inoperable; minimum lock cylinder throw is less than 1 inch; door jamb recess for lock cylinder throw is damaged or inadequate for lock cylinder; or door jamb cylinder strike plate is missing or does not allow lock cylinder to operate properly.
Other:			



Interior & exterior general conditions: decks, porches, handrails, guards, foundations, walls, floors, ceilings, stairs, chimneys and roofs (Ch. 3)		
(304.2) (305.3) Exterior and interior surfaces are not maintained in good, sanitary condition and all wood surfaces, other than decay-resistant woods, are not protected from the elements and decay by painting or other protective treatment or covering. There is peeling, chipping, cracking of paint or plaster		There is badly chipping or missing paint/other protective covering on exterior/interior walls, doors and/or windows (frames, sills and/or sashes), wood porches/decks/balconies, cornices or wood trim. There is fungus that is most likely mold present on walls, ceilings, floors or other interior areas.
(304.3) Address numbers on exterior are missing or are not visible from street		
(304.4, 305.2) Exterior or interior structural members supporting floors, ceilings, walls, stairs and/or landings are not sound and capable of supporting imposed loads.		Beams or joists are over-notched or over-bored causing minor sagging or structural weakness (less than 1-inch deflection), and need replacement or additional structural support added, or beams, columns or joists have minor fire, water or pest damage.
(304.5) Foundations are not firmly supported by footings, or foundation walls are not maintained plumb and free from open cracks and breaks, or maintained to prevent entry of rodents or other pests.		There are hairline cracks in foundation walls; loose, missing and/or flaking mortar in foundation walls; surface deterioration of cement block wall/s and/or poured concrete walls; or uncovered/unsecured foundation wall openings.
(304.6) Exterior walls or wall coverings have holes, breaks or loose or rotting/rotted siding materials.		Exterior siding, including brick or stone veneer, or siding trim is missing or so decayed or rotted that the wall sheathing and/or framing is exposed to the elements.
(304.7) The roof and flashing are not sound or have defects that admit rain. Roof drainage is not adequate to prevent dampness or deterioration of the interior structure. Roof drains and downspouts are not maintained.		There are: badly damaged shingles; small areas with missing shingles (less than 2 sq. ft.); missing ridge cap shingles; damaged or inoperable roof drains, gutters and/or downspouts; or inadequate diversion of roof drainage away from foundation causing water to stand at foundation or flow into foundation.
(304.8, 304.9) Exterior cornices, belt courses, corbels or similar features, or exterior overhang extensions such as metal awnings, fire escapes or exhaust ducts, are not rotted, deteriorated or improperly attached.		
(304.10) (305.4) Walking surfaces of stairs, landings, balconies, decks and floors are not maintained in sound condition and good repair.		Badly cracked, rotted or missing stair treads; rotted flooring or holes in flooring on landing/stair; floor coverings (such as carpet, linoleum, wood or tile) are rotted, torn or damaged causing a potential trip hazard.
(304.11) Chimneys are not maintained in good repair.		Tuck-pointing of mortar for brick/stone chimneys required due to missing mortar; wood siding on chimney damaged, missing or rotted; repair to chimney cap needed; or chimney flashing needs repair.
(307.1.1) (307.2.1) (307.2.2) Required handrails or guards for interior stairs, exterior stairs, porches, decks or balconies are missing, structurally unsound or not properly installed or maintained.		Stairs having more than 4 risers shall have a handrail on one side, no less than 30 inches and no more than 40 inches in height. Every open portion of a walking surface that is more than 30 inches above the floor or grade below shall have guardrails that contain intermediate rails, balusters or other construction methods to be judged safe by the code official. Every open portion greater than 42 inches shall contain guardrails that do not allow the passage of a 6 inch sphere.
(309.1) There is an insect or rodent infestation (See Sec. 309.2 – 309.5 for occupant and owner responsibilities).		There is substantial evidence of infestation such as: numerous rodent droppings; dead and/or live cockroaches; live termites in wood.
(309.6) There is a bed bug infestation		There is substantial evidence of infestation such as clearly visible bedbugs.
Other:		
Occupancy requirements (PMC Ch. 3 & 4)		
(402.2) - Common hallways and stairways (other than in single-dwelling residences or duplexes) fail to meet minimum illumination or lighting requirements.		Common halls and stairways, other than in 1 & 2 family dwellings, are not lighted with at least one 60-watt light bulb for each 200 sq. ft. of floor area, or space between lights is over 30 feet.



(403.2) Bathrooms and toilet rooms are not equipped with an openable window or a mechanical ventilation system discharging directly to the outdoors.			
(403.5) Clothes dryer exhaust system is not independent, exceeds maximum allowed lengths for flex or rigid pipe or does not exhaust directly to the outside.			Exhaust ducts shall be metal (min. 28 gage), 4 inch nominal diameter, max length 35 ft. and terminate with a backdraft damper. Ducts shall be supported at least every 12 ft., secured in place and joints sealed and mechanically fastened. Flexible transition duct from dryer to exhaust duct shall be maximum 8 ft. in length and not concealed in construction.
(403.3) Cooking appliances being used in a rooming unit			
(404.2) Habitable rooms do not have a minimum width of 7 feet (in any dimension), or the kitchen does not have at least 3 feet minimum passageway clearance.			
(404.3) Habitable spaces, hallways, corridors, bathroom, toilet rooms and/or habitable basement areas do not have a minimum ceiling height of 7 feet (unless meeting a listed exception for rooms with sloped ceilings or for habitable basement rooms).			Exceptions: (1) in one and two family dwellings, beams or girders spaced a min. 4 ft. on center and projecting a max. of 6 inches below required ceiling height; (2) basement rooms in one and two family dwellings occupied exclusively for laundry, study, or recreation purposes, having a min. ceiling height of 6 ft. 8 inches with a minimum clear height of 6 ft. 4 inches under beams, girders, ducts and similar obstructions; or (3) rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a minimum clear ceiling height of 7 ft. over a min. of one third of the required minimum floor area. (only areas with 5 ft. min. ceiling included)
(404.4.1) There is not a living room area containing at least 120 sq. ft., nor any bedroom containing less than 70 sq. ft. for a single person, or less than 50 sq. ft. per occupant when occupied by more than one person.			
(404.4.3) Bedroom/s cannot access at least one water closet and one lavatory without passing through another bedroom.			
Other:			
Plumbing/Heating/Electrical (PMC Ch. 5 & 6)			
(503.1) Toilet rooms and bathrooms do not provide privacy, or constitute the only passageway to a hall or other space, or to the exterior.			Privacy includes closable door
(502.1) - The Dwelling Unit (other than rooming houses or boarding houses) does not have its own water closet (toilet), lavatory (bathroom sink with faucet), bathtub or shower, and kitchen sink.			Note: A kitchen sink shall not be used as a substitute for the required bathroom lavatory.
(504.1, 505.1, 505.2, 505.3) Plumbing fixtures are not properly installed and maintained in working order; are not free from obstructions, breaks or leaks; is not free from contamination; are not capable of performing intended function; or do not provide adequate supply of water to allow plumbing fixtures to function properly.			Minor leaks in water supply lines or drain pipes; leaking faucets/sink fixtures; improperly installed plumbing supply or drain lines; clogged drain lines; or little or no water pressure at faucets.
(506.1, 506.2) Plumbing and sanitary drainage does not function properly or is not free from obstructions, breaks or leaks.			Plumbing and sanitary drainage drains very slowly indicating some line blockage or collapsing.
(603.1, 603.3, 603.4, 603.5) Mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances or water heating appliances are not properly installed, maintained, required clearances to combustibles is not maintained, lack proper safety controls and/or lack proper combustion air.			Furnace filters missing/dirty. Appliances not safely connected to vents and chimneys, insufficient draft or backdraft; rusted/damaged or deteriorated vents/chimneys, loose connectors or inadequate support hangers; safety controls, heat exchangers, draft monitoring and/or flame controls are damaged/inoperable or missing; vents, vent connectors or chimneys extend into/through supply and/or return air ducts or plenums. Exception: Fuel burning appliances properly labeled, installed and maintained per manufacturer's instructions to include carbon monoxide alarm in appliance room.
(604.3) (605.1) Electrical equipment is not properly installed and maintained or is otherwise hazardous.			Receptacle outlet device/s or switch/es are not working. There are damaged, frayed or exposed wiring; improper fusing and overcurrent protection; exposed components that create a shock hazard; electrical panel missing ports or covers; broken receptacle/switch cover plates; or service undersized given size/use of appliances/electrical equipment.



(605.2) Every habitable space or room in a dwelling does not contain at least two separate and remote receptacles. Washer receptacles are not grounded or GFCI protected. Every bathroom does not contain a GFCI protected receptacle and every receptacle within six feet of a water source is not GFCI protected. There are missing or broken receptacle or switch covers.			
(605.4) There are no flexible cords used for permanent wiring, run through windows, doors or cabinets, or concealed within walls, floors or ceilings.			
Other:			Minimum 60 ampere service is not provided; electrical system distribution equipment, service panel or wiring has been or is exposed to significant water or fire damage.
Fire Safety (PMC Ch. 7)			
(702.1) No safe, continuous or unobstructed path of travel is provided from any point in the building to the exterior of the structure.			The path of travel is blocked by a locked or otherwise secured door; the path of travel is blocked by a permanently installed and connected fixture, wall or constructed item; the path of travel is blocked by a temporary item such as furniture or construction equipment; the path of travel is blocked by personal possessions.
(701.2) Required interior emergency exit lights or emergency backup lighting for shared or common path of travel is not installed, is missing, or is inoperable.			
(702.4.1) Basement sleeping rooms do not provide properly sized emergency escape and rescue openings or minimum egress requirements (Sleeping room is considered in basement when the finished surface of the floor next above is less than 6ft. above the finished grade directly in front of the opening)			Emergency escape and rescue opening in basement sleeping room shall have a minimum clear opening height and width of 22 inches in either dimension, with a total minimum net clear opening area of 5.0 sq. feet and shall have a sill height of not more than 48 inches. Exceptions: (1) Install permanent ladder under properly sized window with a sill height greater than 48 inches. (2) Install same overall size dimensional replacement window to achieve requirement. (See 702.4.1 for specifications)
(702.4) Required emergency escape windows are missing, fail to meet minimum clear opening requirements, exceed maximum sill height requirements or are inoperable without the use of special tools or keys		✓	
(702.4.2) Dwellings with sleeping rooms more than two stories above grade are not provided with a properly sized egress window, do not have a fire escape or there are not interconnected smoke alarms installed			See Chapter 9, Article 6 Property Maintenance Code, Section 702.4.2 https://assets.lawrenceks.org/city-code/chapter09.pdf
(704.1.3) Building alarm systems, sprinkler systems or fire extinguishers (1A 10BC) are either missing or out of service in buildings where they are required.			Any structure containing three or more dwelling units that fails to provide, in each dwelling unit, one portable fire extinguisher, with a minimum rating of 1A 10BC that is less than one year old or has been serviced within the past year.
(704.6.1-704.7) Required smoke alarms are not installed or do not function			Single or multi-station smoke alarms are missing, damaged or otherwise inoperable in residential occupancies and dwellings at the following locations: (1) on ceiling or wall outside each separate sleeping area in immediate vicinity of bedrooms; (2) in each room used for sleeping purposes; and (3) in each story within a dwelling unit, including basements and cellars. If missing, damaged or otherwise inoperable smoke alarms have been previously hard wired, such smoke alarms shall be hardwired and equipped with a battery backup. If not previously hardwired, such alarms may be battery operated only smoke alarms.
(705.1-705.1.3) Required carbon monoxide alarms are not installed or do not function			Carbon monoxide alarms shall be installed in dwellings where the following conditions exist: (a) The dwelling unit contains a fuel-fired appliance; or (b) The dwelling unit has an attached garage that opens directly into the dwelling unit. CO alarms shall be installed outside of each separate sleeping area in the immediate vicinity of each separate sleeping area. If the fuel-fired appliance is inside the bedroom or its attached bathroom, CO alarm shall be installed inside the bedroom. Combo CO/Smoke alarms permitted.
Exterior Yard Areas & Parking (PMC Ch. 3)			
(302.8) There are no inoperative motor vehicle/s kept or stored outside, and/or there are no vehicle/s kept or stored outside in a major state of disassembly or disrepair, or in the process of being stripped or dismantled.			
(302.9-302.9.12) There are motor vehicles, trailers RV's or heavy equipment that are improperly parked, stored or used			

(302.10) There is outside accumulation on yards, porches, exterior decks or exterior balconies of old lumber, wire, metal, tires, concrete, masonry products, plastic products, supplies, equipment, machinery, auto parts, stoves, refrigerators, televisions, sinks, garbage, rubbish, refuse, junk or the like.			
(302.12) There is upholstered furniture, including but not limited to upholstered chairs, upholstered couches, mattresses or similar items on exterior yard areas or on unenclosed porches, decks or balconies (unless manufactured and rated for outdoor use).			
(302.13) There are dead or substantially dead trees, or dead or damaged tree limbs that create a hazardous condition, on the premises (as determined by the Parks & Recreation Dept.).			
(302.14) Tarp(s) are being used for covering vehicles, garage doors or other openings, including doors and windows, are being used as screening or are being used on a long term basis.			
(302.16) PODS (Portable on demand storage unit) are being used on a long term basis or are not in compliance with the Land Development Code (20-533)			
(308.4) Garbage, rubbish and trash is not properly contained and disposed. (See 308.2 and 308.3 for occupant and owner responsibilities).			
Other:			

This completed Long-term Residential Rental Property Inspection Form/Checklist shall serve as the Owner's official Notice of Violation as required by Section 6-1316 of Rental Licensing Ordinance No. 9876. By this Notice of Violation, you are required to correct the violations noted and have them re-inspected by your inspector by _____, unless a different compliance date is noted in the right-hand column above. If you are unable to correct the violations by the compliance date, please contact your inspector to discuss the reasons why a reasonable time extension may be warranted.

Any Person aggrieved by the action of the Code Official in issuing a Notice of Violation shall have the right to appeal that action to the Building Code Board of Appeals in accordance with Section 6-1317. Such appeal shall be taken by filing with the Department of Planning and Development Services a Notice of Appeal within fourteen (14) days of the date of this Notice of Violation. The Notice of Appeal shall be in writing and shall set forth in sufficient detail why the Owner believes that the Notice of Denial or Notice of Violation was issued in error. A \$50.00 docketing fee is due and payable at the time a Notice of Appeal is filed.

Inspector Printed Name: _____ Signature: _____ Date: _____

Recipient Printed Name: _____ Signature: _____ Date: _____