

RENTAL PREPARATION CHECKLIST

Exterior

- Address (visible on House)
- Roof in good repair
- Chimney
- Gutters & Soffits
- Windows & Doors
- Decks, platforms & railings
- Foundation
- Gas Meter protection/shutoff

Construction Features

- Fire Separation-garage & Stairs
- Structural problems
- Walls & ceiling condition
- Windows & Doors close & lock

Exit Features

- Handrail on stairs/steps (34-38")
- Guardrails on decks >30" (at least 36")
- Adequate windows / exits
- Egress unobstructed
- Hallway lighting
- Exit hardware/locks
- Fire rated doors-attached garage
- Exit signs/lights where required

Steps / Stairs

- Treads & risers - min./max.
- Hallways 36"
- Entry/exit door 36"
- Landings 36"
- Guardrails on decks >30" (at least 36")

Protection

- Smoke detectors (min one per floor & one per bedroom)
- CO Detector within 10 ft of each bedroom
- Fire Extinguisher

Bedroom #1

- Egress Window / door
- Smoke detector
- Room >70 sq ft (10x7)
- Ceiling >7 ft
- #of outlets/lights
- General Condition
- Size _____

Bedroom #2

- Egress Window / door
- Smoke detector
- Room >70 sq ft (10x7)
- Ceiling >7 ft
- #of outlets/lights
- General Condition
- Size _____

Bedroom #3

- Egress Window / door
- Smoke detector
- Room >70 sq ft (10x7)
- Ceiling >7 ft
- #of outlets/lights
- General Condition
- Size _____

Bathroom #1

- Ventilation-window or fan
- Tub or shower
- Plumbing fixtures
- Toilet-secure & flushes
- GFCI within 6' of water source
- General Condition

Bathroom #2

- Ventilation-window or fan
- Tub or shower
- Plumbing fixtures
- Toilet-secure & flushes
- GFCI within 6' of water source
- General Condition

Kitchen:

- Gas shutoff in same room as gas stove
- Sink plumbing/fixtures
- General Condition
- GFCI within 6' of water source
- Fire Extinguisher
- Appliances in working order

Basement/Utilities/Common Areas

- Smoke Detector
- Stairs/Handrail (34-38")
- Furnace/water Heater
- Washer/Dryer
- Electrical panel > 36" clear
- Gas shutoff/appliances
- Vents & Flues - pitch 1/2 - 1"

Other Rooms

- Room >7ft
- #Outlets/lights
- Fireplace/ wood stove
- General Condition

Electrical

- Wiring / fixtures
- Outlets/junction boxes

Sanitation/Health

- Housekeeping/rodents/bugs

Plumbing

- Water pressure/leaks(Supply & waste)

Notes: Building official- Ben Riewer- 218-849-1560, please call if you need to address anything.

**All electrical, mechanical and plumbing work is to be by Licensed Contractors.
When required by Code, a Building Permit must be obtained**