

License No. _____

BOROUGH OF NORTHAMPTON

RESIDENTIAL RENTAL HOUSING UNIT INSPECTION FORM

PROPERTY INFORMATION

RENTAL OWNER/LANDLORD: _____

RENTAL PROPERTY ADDRESS: _____

PERSON PRESENT/TITLE: _____

PERSON PRESENT SIGNATURE: _____

INSPECTION INFORMATION

INSPECTION DATE/TIME: _____

INSPECTOR: _____

WAS UNIT OCCUPIED AT TIME OF INSPECTION: YES NO (CIRCLE ONE)

RENTAL LICENSE ISSUED: YES NO (CIRCLE ONE)

REINSPECTION REQUIRED - AFFIDAVIT SENT: (CIRCLE ONE)

SECTION I: STRUCTURE GENERAL

PASS	FAIL	INSPECTED ITEM
		Foundation – All foundation walls shall be maintained free from holes, breaks, loose or rotting material and in a structurally sound condition.
		Structural Members – All structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads.
		Stairways, Decks, Porches, Balconies – Every stairway, deck, porch, balcony and appurtenances shall be maintained structurally sound and in good repair.
		Handrails and Guards – Rails and guards shall be firmly fastened, capable of supporting imposed loads and maintained in good condition. Handrail shall be provided on at least one side of every set of stairs with four or more risers. Guardrails shall be installed along open walking surfaces, including stairs, ramps, landings that are located more than 30 inches vertically above grade.
		Chimneys and Towers – All chimneys towers, smoke stacks and similar appurtenances shall be maintained structurally safe and in good repair.
		Roof and Drainage – The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure.

COMMENTS:

SECTION II: BUILDING ENVELOPE, WINDOWS, DOORS

PASS	FAIL	INSPECTED ITEM
		Exterior Walls – Exterior walls shall be maintained free from holes, breaks, loose or rotting material and maintained weatherproofed.
		Windows – Every window other than a fixed window shall be easily opened and capable of being held in the open position by the window hardware. All glazing materials shall be maintained free from cracks and holes and weather tight.
		Doors – Access doors leading into a dwelling, rooming or housekeeping unit shall be equipped with operable locking mechanism(s) – knob and/or deadbolt. All exterior doors and hardware shall be maintained in operating condition and weather tight. Locks at all entrances shall tightly secure the door.
		Basement Hatchways – Basement hatchways shall be maintained to prevent the entrance of rodents, rain and surface drainage water.
		Emergency Egress – Every habitable space shall have at least one opening/window or door of approved size facing directly to the outdoors or court without need for keys or tools.
COMMENTS:		

SECTION III: LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

PASS	FAIL	INSPECTED ITEM
		Windows – Every habitable space shall have at least one operable window. Bathrooms/toilet rooms shall have a window or mechanical ventilation system vented to the outdoors. Windows within six (6) feet of ground level shall be equipped with window locking devices.
		Lighting – Every common hall and stairway shall be lighted at all times with a minimum 800 lumens (60 watt equivalent) for each 200 square feet of floor area and spaced no greater than 30 feet apart. All other spaces within the dwelling shall be provided with artificial or natural light sufficient to permit the maintenance of sanitary conditions and the safe occupancy of the space.
		Minimum Area Requirements – Dwellings shall not be occupied by more occupants than permitted by the minimum area requirements in the table attached.
		Prohibited Occupancy – Kitchens, non-habitable spaces and interior public areas shall not be occupied for sleeping purposes.
		Egress from Sleeping Rooms – Sleeping rooms shall not constitute the only means of access or egress to and from other sleeping rooms.
COMMENTS:		

SECTION IV: PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

PASS	FAIL	INSPECTED ITEM
		General – All plumbing fixtures shall be properly installed and maintained in working order and shall be kept free of obstructions, leaks, defects and be capable of performing the function as intended. Kitchen sinks, lavatories, laundry facilities, bathtubs, and showers shall be supplied with hot and cold running water.
		Plumbing Fixtures – Every dwelling unit shall contain its own bathtub/shower, lavatory, water closet and kitchen sink. Kitchen sink cannot be used as a substitute for a lavatory.
		Supply – Shall be installed and maintained to provide adequate volume and pressure.
		Water Heaters – A water heater shall be provided, properly installed, maintained, and capable of providing an adequate amount of water to be drawn at every required fixture at a temperature of not less than 110 degrees F. Gas water heaters not allowed in any occupied room normally kept unless adequate air is required. An approved combination temperature and pressure relief valve and relief valve discharge pipe required on all water heaters.
		Sanitary Drainage – All plumbing fixtures shall be properly connected to the Borough Sanitary Sewer System or to an approved private sewage disposal system.
		Maintenance – Plumbing stack, vent waste/sewer line shall function free of obstruction.

COMMENTS:

SECTION V: MECHANICAL

PASS	FAIL	INSPECTED ITEM
		Heating Facilities – Heating facilities shall be provided by every owner/operator of any building who rents, leases or lets one or more dwelling unit. The heating facilities shall be maintained in safe and functional condition and capable of maintaining a minimum temperature of 68 degrees F in all habitable rooms during the heating season (October - April).
		Mechanical Equipment – All mechanical (cooking and heating) equipment, fireplaces, solid fuel burning appliances shall be properly installed and maintained in safe working condition, and shall be capable of performing the intended function.
		Flues – All fuel burning equipment shall be connected to an approved chimney or vent unless otherwise listed and labeled for non-vented operation.
		Clearance to Combustibles – All required clearances to combustibles shall be maintained.
		Combustion Air – A supply of air for complete combustion of the fuel and for ventilation of the space shall be provided for the fuel burning equipment.

COMMENTS:

SECTION VI: ELECTRICAL FACILITIES

PASS	FAIL	INSPECTED ITEM
		Service – Every dwelling shall be served by a main service of not less than 60 amps, three (3) wire 120/240 volt single phase.
		Installation – All electrical equipment, wiring, and appliances shall be installed and maintained in a safe and approved manner.
		Lighting Fixtures – Every public hall, interior stairway, water closet compartment, bathroom, laundry room and furnace shall contain a least one electric light fixture.
		Receptacles – Every habitable space in a dwelling unit shall contain at least two separate and remote receptacle outlets. Every bathroom shall contain at least one receptacle. Newly installed receptacles shall comply with the International Residential Code.
COMMENTS:		

SECTION VII: FIRE SAFETY/GENERAL/EGRESS

PASS	FAIL	INSPECTED ITEM
		General – A safe, continuous unobstructed means of egress shall be provided from the interior of a structure to the public way. Accumulations of rubbish, garbage, or other materials or furniture shall not be stored or allowed to accumulate in stairways, passageways, doors, windows fire escapes or other means of egress.
		Exit Arrangement – Exits from dwelling units, rooming units, guestrooms, etc., shall not lead through other such units or through bedrooms, toilet rooms or bathrooms.
		Locked Doors – All means of egress doors shall be readily opened from the side from which egress is to be made without the need for keys, special knowledge or effort.
		Fire Protection Systems – Fire protection systems (fire sprinklers, fire alarms, fire extinguishers) to detect a fire, actuate an alarm, suppress or control a fire shall be properly maintained and tested in accordance with the applicable NFPA standard.
		Smoke Detectors/Alarms – Single station smoke alarms shall receive power from building's wiring and/or battery backup. Existing hardwired multiple station smoke detectors shall be maintained in good repair and functional condition. Where smoke detectors are not installed, a minimum of one single station or multiple station smoke detector shall be installed in each guestroom, suite or sleeping area. In dwelling units, smoke detectors shall be installed on ceiling/wall outside every bedroom or sleeping room and on every story of the dwelling unit, including basements.
		House Numbers – All buildings and dwellings shall be clearly marked and identified with house numbers in accordance with Borough and 911 Ordinances.
		Rapid Entry Systems – All buildings and dwellings as required by §186-2.
COMMENTS:		

YES	NO	CO DETECTORS
		Fossil fuel burning equipment present
		CO detectors present in vicinity of bedrooms and in vicinity of appliance/fireplace.
		Owner/tenant notified if no to the above
COMMENTS:		

SECTION VIII: SANITATION/ADDITIONAL/MISCELLANEOUS ITEMS

PASS	FAIL	INSPECTED ITEM
		Rubbish Storage/Accumulation – Exterior/interior of every structure shall be free of any rubbish or garbage accumulation. Owner shall supply approved containers and be responsible for rubbish removal.
		Rodent Harborage – Structures shall be kept free of rodent infestation.
		Mold Present
COMMENTS:		