



Rental Property Inspection Checklist

All rental properties within the City of Chariton must be registered by July 1, 2023 and must be regularly inspected according to the schedule in the Chariton Rental Property Administrative Policy. The checklist below is a simplified summary of items that will be inspected. This document should be understood as general guidance to the Rental Inspection Program and should not be construed as a legally binding code.

ADMISTRATIVE – COMPLIANCE

- Property owner applies for rental property permit before tenants can be allowed.
- Ownership (and, if applicable, management contact information clearly identified on the application.)
- Rental permit applied and renewed every three years.
- Inspection conducted once every three years for properties. (Problematic properties will be inspected annually.)
- Registration fees paid and addressed to "City of Chariton."
- Contact information posted visibly on site.

INTERIOR AREAS/STRUCTURE

- Walls, ceilings, and floors are structurally sound and in acceptable condition. No splitting, sagging, leaning, or buckling due to defective material or deterioration.
- The building is maintained in a safe and sanitary manner.
- All stairs are in acceptable condition. All stairs must have handrails and balusters or similar features(s) that prevents a fall hazard from the open side.
- Handrails are firmly fastened and in acceptable condition for all stairs.
- There is adequate ventilation and no signs of leakage or mold inside.
- The carpet is not excessively ripped or torn creating a tripping hazard.
- There is no evidence of mice or rodents.

EXTERIOR AREAS/ STRUCTURE

- Property has address numbers clearly visible from the street.
- Roof and walls not deteriorated and don't have paint peeling more than 50% of the total area.
- Accessory building(s) and fence(s) are in acceptable condition.
- Doors are operable and locks are functional.
- Windows and skylights are operable and undamaged. No torn screens or broken windowpanes.
- Chimneys appear to be structurally safe and undamaged.
- Foundation appears to be adequate and in good repair.
- Property does not have broken, rotten, split, or buckled walls.
- Stairways, porches, decks, and balconies have flooring, supports, and handrails in acceptable condition.
- Site appears to have adequate grading and drainage.
- Known cisterns, wells, or other hazards are fenced, covered, or filled.
- Property is not overgrown with weeds or brush. Yard is properly mowed.
- Property is not providing habitation for rodents, wild animals, or other vermin.
- Property doesn't have illegal vehicles on site.
- Property does not have unsafe storage of combustible material.
- If the property has guttering, it is in a safe and acceptable condition.

PLUMBING

- All applicable plumbing fixtures have hot or cold water and are connected to sanitary sewer system.
- Restrooms provide adequate privacy and ventilation for users.

ELECTRICAL/MECHANICAL

- Electrical service is properly maintained and is sufficient to support the electrical usage.
- All electrical equipment, wiring, lighting, and appliances are properly installed and maintained in a safe and approved manner.
- Electrical panel clearly marked, and circuits are properly labeled.
- No unsafe or exposed wiring.
- No extension cords in lieu of permanent wiring.
- Above ground gas meters, regulators, and piping subject to damage protected barrier.
- Heat producing appliances maintained.
- Chimneys and appliances maintained not to create a fire or environmental hazard.
- Adequate clearance for service is provided on the control side of all HVAC and utility appliances.
- Each unit has heating facilities capable of maintaining a room temperature of 68 degrees Fahrenheit in all habitable rooms and bathrooms. Cooking appliances and portable heating units shall not be used to provide heating to meet requirements.
- Fuel fired equipment has appropriate and operable flues and shutoff valves.
- Every habitable room and every bathroom contain at least one (1) properly installed electrical outlet.
- Every laundry room contains at least one (1) grounded-type receptacle or ground-fault circuit interrupter (GFCI Outlet)
- There are GFCI outlets for all outlets within six (6) feet of a water source.
- Water heaters have a properly installed pressure relief valve (PRV) with the discharge pipe reaching to within six inches of the floor.

FIRE SAFETY REQUIREMENTS

- Place one smoke alarm in each sleeping room. Place one smoke alarm immediately outside of the sleeping areas (e.g., hallway). Place at least one smoke alarm on each floor, including the basement.
- All sleeping rooms have safe and appropriate access to an operable window for egress.
- Each unit has an operable and appropriated -size, ABC -rated fire extinguisher.
- Place one carbon monoxide detector outside of sleeping rooms, such as in the hallway. There must be at least one carbon monoxide detector on each floor, including the basement.
- Fire alarm and suppression systems properly installed and operational where required.
- Two clear and passable egress routes exist for each floor above the second floor.
- All egress doors and windows are operable without the need for keys, special knowledge, or effort.
- All fire resistance rating of walks, fire stops, floors, and doors, etc. are properly maintained.

City of Chariton

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