



Rental Inspection Checklist

A Guide for Renters

Our Purpose

Being introduced to the world of renting is a daunting experience. There are many things that renters must know and do in order to choose a safe, stable living environment. Many people don't know what to look for when viewing rental properties, and even the experienced renters can forget some of the important, less obvious items to look for. Our goal is to help you navigate the process of property inspection through our Rental Inspection Checklist, which provides a comprehensive list of things to look for when viewing rental properties.

How it Works

Our checklist is intended as a general guide of what to look for when viewing rental properties. It is **NOT** a comprehensive list of codes or regulations.

When planning to view any properties with the intent to rent from them in the future, it's a good idea to take our checklist with you in order to self-evaluate the property and decide if you're comfortable renting it in its current state. The checklist also helps prompt questions you may think of regarding the property that you may not have originally thought of or that may be easy to forget.

Who to Contact

If you have any questions, feel free to contact the following agencies or visit our website at <http://pebgohio.com>.

Bowling Green Fire Division:

Common Area Inspection Criteria and General
Safety Information
419-352-3106
<https://www.bgohio.org/departments/safety>
522 E Court St

Planning Department:

Code Enforcement, Zoning, and City Planning
419-354-6218
<https://www.bgohio.org/departments/planning-department/>
304 N Church St

Wood County Building Inspection:

Building Codes and Enforcement
419-354-9190
<http://wcbinspect.co.wood.oh.us/>
One Courthouse Square

Wood County Health Department:

Environmental Health
419-354-2702
<http://www.woodcountyhealth.org>
1840 East Gypsy Lane Rd



Exterior Evaluation

Outside and Common Areas

Items	N/A	Yes	No (Explain)
Address Numbers/Unit Identification are legible and can be seen from the sidewalk/entrance			
Chimneys are structurally sound and well-maintained (not a fire-hazard)			
Crawl Space is free from any standing water and is properly ventilated/screened			
Doors/Windows are weatherproof, safe, secure, proper for egress, lockable, snug fit, operable, unbroken, and maintained			
Electrical/Gas Meters and all related equipment are maintained to code; wires and cables are secure			
Electric Panel service amps are adequate for usage, properly grounded, in good condition, and labeled; proper sized fuses, adequate clearance, and easy access; no open circuits in box and all equipment maintained to code			
Exterior Lighting is functional and maintained; lines are secure and protected; no glare onto other properties or roadways			
Exterior Walkways/Exit Passageways/Common Areas are well-maintained and free of hazardous conditions			
Foundation is weatherproof, structurally sound, and maintained			



Exterior Evaluation

Outside and Common Areas

Items	N/A	Yes	No (Explain)
Garage/Exterior Buildings have a solid structure and are maintained, with more than one operational access door, appropriate electrical services, and lighting			
Garbage Containers/Dumpsters are covered and stored in a proper location			
Gutters/Downspouts are operational and maintained; water is diverted from building			
Inoperable Vehicles are not present on the property			
Lawn/Trees/Shrubs are maintained; less than 8" in height and free of noxious weeds			
Parking is adequately provided and on a hard surface			
Porches are solid and maintained and there are guardrails (if applicable)			
Roof is waterproofed and well-maintained			
Rubbish/Junk is cleared/not present on the property			
Stairways have strong guardrails, are strong and maintained, and have proper lighting			
Wall-siding, Fascia, Soffit, Trim Boards, etc are structurally sound, intact, secure, complete, and maintained			



Interior Evaluation

Inside and Common Areas

Items	N/A	Yes	No (Explain)
Basement/Crawlspace is free of standing water, seepage, and mold			
Basement Apartments are free of standing water, seepage, and mold; there are 2 exits and an operable window			
Bathrooms have a window or mechanical ventilation that is operational and maintained			
Bathroom Access is unencumbered/unrestricted by traveling through additional sleeping rooms			
Bathtubs/Showers/Sinks are operating hot and cold water, maintained, and functioning; there are proper drainage and taps, with no leaks or drips			
Electric Panel service amps are adequate for usage, properly grounded, in good condition, and labeled; proper sized fuses, adequate clearance, and easy access; no open circuits in box and all equipment maintained to code			
Entry Doors are proper for unobstructed egress, lockable, snugly fit, unbroken, operable, and maintained			
Fireplace(s) is operable and maintained, and if inoperable then properly closed			
Lights are operable, with buffer space around lights to combustibles; safe, with external lines secured and protected; all installations are to code (consult Wood County Building Inspections with questions)			
Mold/Mildew are not present in the unit			



Interior Evaluation

Inside and Common Areas

Items	N/A	Yes	No (Explain)
Occupancy is limited by the number of bedrooms (ex: one occupant per bedroom)			
Plumbing is installed correctly, functioning with hot and cold water; no leaking, proper venting, and functional drains with proper traps and covers are present			
Rooms are unobstructed and have an adequate egress			
Sleeping Room(s) have a door and an operable window			
Stairways have handrails of adequate strength, (able to support 200lbs on 2 in.), solid and maintained with proper lighting (minimum of 12 lumens)			
Vermin such as insects, rodents, and other pests are not present on the property and the property is free of infestations			
Walls/Flooring/Sub-Flooring/Ceilings are intact and maintained with no leaks			
Windows have screens and are present in multiple locations, properly sized and located for lights/ventilation/proper egress; unbroken/un-cracked, lockable, and snugly fit; all operable and maintained			



Safety Evaluation

Safety, Utilities, and Appliances

Items	N/A	Yes	No (Explain)
Appliances are operating, maintained, and installed to code, with appropriate electrical hookup(s)			
Carbon Monoxide Alarms are installed in proper locations, operable, and maintained (consult Bowling Green Fire Department with questions)			
Egress: all sleeping areas have two emergency exits, and emergency exit windows are the appropriate size			
Fire Exits are clearly marked			
Fire Extinguishers are operable and maintained, and there are an adequate number for the facility			
Fire Sprinkler System is operable and maintained			
HVAC (Heating, Ventilation, and Air Conditioning) is accessible, operating, and maintained; vents are secured and properly pitched, filters are present and cleaned seasonally, gas shuts on/off or switches are operable; installed and maintained to code (consult with Wood County Building Inspections with questions); all occupied spaces are able to be heated to 60°-75°F and available from Oct. 1st - May 31st			
Laundry is operating and maintained; dryer is properly vented to exterior with covers or capped if unused; vent is cleaned out seasonally; plumbing is operational with hot and cold water; no leaks are present			



Safety Evaluation

Safety, Utilities, and Appliances

Items	N/A	Yes	No (Explain)
Sewage System is operating properly and maintained, with unobstructed lines			
Smoke Alarms are installed in proper locations, operable, and maintained			
Swimming Pools(s) follows safety standards and protocol (no running, no diving in the shallow end, follow posted signs); gates and enclosures are operational and maintained; appropriate electrical hookups are maintained; proper cover is present			
Water Heater is operating and maintained; no rust holes or leaks and adequate surrounding clearance for accessibility and safety; gas shut-off, proper pop-off valves, and drip pipe are present; vent is operational, secured, and properly pitched			

Additional Notes: