



LONG TERM RESIDENTIAL RENTAL INSPECTION CHECKLIST

PRIOR TO INSPECTION:

- This checklist only applies to RPL 3-year renewals.
- Prior to the rental inspection(s), ALL UTILITIES MUST BE TURNED ON.
- RCO will verify all taxes and liens are paid.
- RCO will verify local agent.

EXTERIOR:

1. Grass must be mowed.
2. remove vegetation from house, trim: vegetation from fence, bushes in front of windows down to 50% visibility, trees from structure, sidewalks 10' minimum, street and alley easement 14' minimum.
3. Replace damaged or missing sewer clean out caps.
4. Repair damaged gutters and clean of all debris.
5. Replace broken glass pane on all damaged windows. Plexiglass is **NOT** allowed.
6. Check for openings in exterior siding, cracks in brick including expansion joints and foundation vents, seal as needed to keep insects and rodents out.
7. Seal gaps between brick/siding and exterior garage door jam.
8. Fence/gates need to function from both sides.
9. Broken, missing, or loose pickets to be replaced or secured.
10. Address numbers front & back must be visible, with contrasting color, a minimum 4" tall X ½" width.
11. Repair exposed wiring at bottom or top of the exterior service meter box, damaged weather head, and raise low power lines from weather head to pole.
12. Stairway and handrails must be secure; repair as needed
13. Swimming pools and hot tubs must be free of debris, in good repair, clean and water moving. Swimming pool gates must close automatically

INTERIOR:

1. Peep hole at front door, back door, and inner garage door entry no higher than 5'.
2. Install approved tenant locks (keyless deadbolt or approved Texas Security bolt): Front, Back, and inner garage door entry no higher than 48" (all exit doors).
3. HVAC system must function to minimum standards.
4. Replace all broken/chipped tiles, **if posing a hazard.**
5. Add missing plug covers and switch covers, including damaged covers (make sure to check below kitchen sink and in cabinet above the stove).
6. Replace damaged plug outlets and switches.
7. Repair all cracks and hole in walls and ceilings.
8. All doors, including closet & attic doors, need to function and have all required hardware, doorknobs, strike plates etc. Any hardware not in use should be removed.
9. **NOTE:** All exterior doors, including garage entry doors, must be solid core or exterior metal doors.
10. All windows need to function as designed.
11. Toilets and toilet seats must be secure.
12. Floors under sinks need to be in good condition and able to be sanitized.
13. Seal around plumbing coming out of the wall, under all sinks and behind toilets.
14. Put all exposed wire in conduit including in cabinet above stove.
15. Check water heater for safety issues, repairs may be required on older units.
16. Ensure smoke alarms in all hallways and bedrooms are operable.
17. Ensure carbon monoxide monitors and required ventilation for all properties with gas appliances or attached garage operable.



STORAGE BUILDINGS AND PATIO COVERS:

1. Repair damaged floors.
2. Repair damaged roof.
3. Doors must function.
4. Stability/structurally sound, is it safe?
5. Put any exposed wiring in conduit.