



CITY OF ELKHART

RENTAL INSPECTION PROGRAM CHECKLIST



Address & Unit #:	
Owner:	Inspector:
Owner Contact Information:	Date of Inspection:
Housing Type (circle one): SFR Duplex Multi-Family	Type of Inspection (circle one): First Inspection Re-Inspection
Number of Bedrooms:	
Summary Decision on Unit (circle one): Pass Fail	Health & Safety Designation
	LT (Life-Threatening)
	S (Severe)
	M (Moderate)

Elkhart Rental Inspection Standards - Circle all that apply

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Address & Signage	Address, signage, or building identification codes are broken, illegible, or not visible.			M	
Bathtub & Shower	Only 1 bathtub or shower is present and it is inoperable or does not drain.	S	M		
	A bathtub or shower is inoperable or does not drain and at least 1 bathtub or shower is present elsewhere that is operational.	M	M		
	Bathtub component or shower component is damaged, inoperable, or missing such that it may limit the resident's ability to maintain personal hygiene.	M	M		
	Bathtub component or shower component is damaged, inoperable, or missing and it does not limit the resident's ability to maintain personal hygiene.	M			
Cabinet & Storage	Storage component is damaged, inoperable, or missing.	M	M		
Carbon Monoxide	Carbon monoxide alarm is not present and we recommend to have one installed.				
	Carbon monoxide alarm is obstructed.				
	Carbon monoxide alarm does not produce an audio or visual alarm when tested.				
	Carbon monoxide alarm is not visible.				
Ceiling	Ceiling has an unstable surface.	M	M		
	Ceiling has a hole.	M	M		
	Ceiling component(s) is not functionally adequate.	S	S		

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Chimney	A visually accessible chimney, flue, or firebox connected to a fireplace or wood-burning appliance is incomplete or damaged such that it may not safely contain fire and convey smoke and combustion gases to the exterior.	LT	LT	LT	
	Chimney exhibits signs of structural failure.			LT	
Clothes Dryer Exhaust Ventilation	Electric dryer transition duct is detached or missing.	LT	LT		
	Gas dryer transition duct is detached or missing.	LT	LT		
	Electric dryer exhaust ventilation system has restricted airflow.	LT	LT	LT	
	Dryer transition duct is constructed of unsuitable material.	LT	LT		
	Gas dryer exhaust ventilation system has restricted airflow.	LT	LT	LT	
	Exterior dryer vent cover, cap, or a component thereof is missing.			M	
	Gas shut off valve is damaged, missing, or not installed.	S	S		
Cooking Appliance	Cooking range, cooktop, or oven does not ignite or produce heat.	S	M		
	Cooking range, cooktop, or oven component is damaged or missing such that the device is unsafe for use.	M	M		
	A microwave is the primary cooking appliance and it is damaged.	S			
	A burner does not produce heat, but at least 1 other burner is present on the cooking range or cooktop and does produce heat.	M	M		
	Gas shut off valve is damaged, missing, or not installed.	S	S		
Door - Entry	Entry door will not open.	M	M		
	Entry door will not close.	S	M		
	Entry door self-closing mechanism is damaged, inoperable, or missing.	S	M		
	Hole, split, or crack that penetrates completely through entry door.	M	M		
	Entry door is missing.	LT	S		
	Entry door surface is delaminated or separated.	M	M		
	Entry door frame, threshold, or trim is damaged or missing.	M	M		
	Entry door seal, gasket, or stripping is damaged, inoperable, or missing.	M	M		
	Entry door component is damaged, inoperable, or missing and it does not limit the door's ability to provide privacy or protection from weather or infestation.	M	M		
Entry door cannot be secured.	S	M			
Door - Fire	Fire labeled door does not open.	S	S		
	Fire labeled door does not close and latch or the self-closing hardware is damaged or missing such that the door does not self-close and latch.	S	S		
	Fire labeled door assembly has a hole of any size or is damaged such that its integrity may be compromised.	S	S		
	Fire labeled door seal or gasket is damaged or missing.	S	S		
	An object is present that may prevent the fire labeled door from closing and latching or self-closing and latching.	S	S		

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Door - Fire (Continued)	Fire labeled door cannot be secured.	S	M		
	Fire labeled door is missing.	LT	LT		
Door - General	A passage door does not open.	M	M		
	A passage door component is damaged, inoperable, or missing and the door is not functionally adequate.	M	M		
	A door that is not intended to permit access between rooms has a damaged, inoperable, or missing.	M			
	An exterior door component is damaged, inoperable, or missing.			M	
Drain	Drain is fully blocked.	M	M	M	
Egress	Obstructed means of egress.	LT	LT	LT	
	Sleeping room is located on the 3rd floor or below and has an obstructed rescue opening.	LT			
	Fire escape access is obstructed.	LT			
Electrical - Conductor, Outlet, & Switch	Outlet or switch is damaged.	LT	LT	LT	
	Testing indicates a three-pronged outlet is not properly wired or grounded.	S	S	S	
	Outlet does not have visible damage and testing indicates it is not energized.	S	S	S	
	Exposed electrical conductor.	LT	LT	LT	
	Water is currently in contact with an electrical conductor.	LT	LT		
Electrical - GFCI/AFCI	GFCI outlet or GFCI breaker is not visibly damaged and the test or reset button is inoperable.	S	S	S	
	AFCI outlet or AFCI breaker is not visibly damaged and the test or reset button is inoperable.	S	S	S	
Electrical - Service Panel	Electrical service panel is not readily accessible.	M	M	M	
	The overcurrent protection device is damaged.	LT	LT	LT	
	The overcurrent protection device is contaminated.	S	S	S	
	Each tenant has access to the service panel.	S	S		
Elevator	Elevator is inoperable.		M		
	Elevator door does not fully open and close.		M		
	Elevator cab is not level with the floor.		M		
	Safety edge device has malfunctioned or is inoperable.		M		
Exit Sign	Exit sign is damaged, missing, obstructed, or not adequately illuminated.		LT	LT	
Fence & Gate	Fence component is missing.			M	
	Gate does not open, close, latch, or lock.			M	
	Fence demonstrates signs of collapse.			M	
Fire Escape	Fire escape component is damaged or missing.			LT	

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Fire Extinguisher	Fire extinguisher pressure gauge reads over or under-charged.	LT	LT	LT	
	Fire extinguisher service tag is missing, illegible, or expired.	LT	LT	LT	
	Fire extinguisher is damaged or missing.	LT	LT	LT	
Flammable & Combustible Item	Flammable or combustible item is on or within 3 feet of an appliance that provides heat for thermal comfort or a fuel-burning water heater. OR Improperly stored chemicals.	LT	LT	LT	
Floor	Floor substrate is exposed.	M	M		
	Floor component(s) is not functionally adequate.	M	M		
Food Preparation	Food preparation area is damaged or is not functionally adequate.	M	M		
Foundation	Foundation is cracked.	M	M	M	
	Foundation has exposed rebar or foundation is spalling, flaking, or chipping.	M	M	M	
	Foundation is infiltrated by water.	M	M		
	Foundation support post, column, beam, or girder is damaged.	M	M	M	
	Foundation vent cover is missing or damaged.			M	
Garage Door	Garage door has a hole.	M	M	M	
	Garage door does not open, close, or remain open or closed.	M	M	M	
	If opener is present then safety eyes must be installed.			M	
Guardrail	Grab bar is not secure.	M	M		
	Guardrail is not functionally adequate.	LT	LT	LT	
Handrail	Handrail is missing.	M	M	M	
	Handrail is not secure.	M	M	M	
	Handrail is not functionally adequate.	M	M	M	
	Handrail is not installed where required.		M	M	
HVAC	Air conditioning system or device is not operational.	M	M		
	Combustion chamber cover or gas shutoff valve is missing from a fuel burning heating appliance.	LT	LT		
	Heating system or device safety shield is damaged or missing.	S	S		
	Fuel burning heating system or device exhaust vent is misaligned, blocked, disconnected, improperly connected, damaged, or missing.	LT	LT	LT	
	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is inoperable.		M		
	Each tenant has control of their own thermostat.	M			

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Infestation	Evidence of cockroaches.	M	M		
	Extensive cockroach infestation.	S	M		
	Evidence of bedbugs.	M	M		
	Extensive bedbug infestation.	S	M		
	Evidence of mice.	M	M		
	Extensive mouse infestation.	S	M		
	Evidence of rats.	M	M	M	
	Extensive rat infestation.	S	S		
	Evidence of other pests.	M	M		
Leak - Gas	Natural gas.	LT	LT	LT	
Leak - Sewage	Blocked sewage system.	S	S	S	
	Leak in sewage system.	S	S	S	
	Cap to the cleanout or pump cover is detached or missing.	M	M	M	
	Cleanout cap or riser is damaged.	M	M	M	
Leak - Water	Environmental water intrusion.	M	M		
	Plumbing leak.	M	M	M	
	Fluid is leaking from the sprinkler assembly.	M	M	M	
Lighting - Auxiliary	Auxiliary lighting is damaged, missing, or fails to illuminate when tested.		S	S	
Lighting - Exterior	A permanently installed light fixture is damaged, inoperable, missing, or not secure.			M	
Lighting - Interior	A permanently installed light fixture is inoperable.	M	M		
	A permanently installed light fixture is not secure.	M	M		
Litter	Litter is accumulated in an undesignated area.		M	M	
Mold-Like Substance	Presence of mold-like substance at moderate levels is observed visually.	M	M		
	Presence of mold-like substance at high levels is observed visually.	S	M		
	Presence of mold-like substance at extremely high levels is observed visually.	LT	S		
	Elevated moisture level.	M	M		
Parking Lot	Parking lot has any one pothole that is 4 inches deep and 1 square foot or greater.			M	
	Parking lot has ponding.			M	

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Potential Lead-Based Paint Hazards - Visual Assessment	Paint in a Unit or Inside the target property is deteriorated – below the level required for lead-safe work practices by a lead-certified firm or for passing clearance.	M	M		
	Paint in a Unit or Inside the target property is deteriorated – above the level required for lead-safe work practices by a lead-certified firm and passing clearance.	S	S		
	Paint Outside on a target property is deteriorated – below the level required for lead-safe work practices by a lead-certified firm or for passing clearance.			M	
	Paint Outside on a target property is deteriorated – above the level required for lead-safe work practices by a lead-certified firm and passing clearance.			S	
Refrigerator	Refrigerator is inoperable such that it may be unable to safely and adequately store food.	M	M		
	Refrigerator component is damaged such that it impacts functionality.	M	M		
Retaining Wall	Retaining wall is leaning away from the fill side.			M	
	Retaining wall is partially or completely collapsed.			M	
Roof Assembly	Restricted flow of water from a roof drain, gutter, or downspout.			M	
	Gutter component is damaged, missing, or unfixed.			M	
	Roof surface has standing water.			M	
	Substrate is exposed.			M	
	Roof assembly has a hole.			M	
	Roof assembly is damaged.			M	
Sharp Edges	A sharp edge that can result in a cut or puncture hazard is present.	S	S	S	
Sidewalk, Walkway, Ramp	Sidewalk, walkway, or ramp is blocked or impassable.			M	
	Sidewalk, walkway, or ramp is not functionally adequate.			M	
Sink	Sink or sink component is damaged or missing and the sink is not functionally adequate.	M	M		
	Water is directed outside of the basin.	M	M		
	Sink is not draining.	M	M		
	Sink is improperly installed, pulling away from the wall, leaning, or there are gaps between the sink and wall.	M	M		
	Sink component is damaged or missing and the sink is functionally adequate.	M	M		
Site Drainage	Water runoff is unable to flow through the site drainage system.			M	
	Erosion is present.			M	
	Grate is not secure or does not cover the site drainage system's collection point.			M	
Smoke Alarm	Smoke alarm is obstructed.	LT	LT		
	Smoke alarm does not produce an audio or visual alarm when tested.	LT	LT		
	Smoke alarm is damaged, missing, or not installed.	LT	LT		

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Sprinkler Assembly	Sprinkler head assembly is encased or obstructed by an item or object that is within 18 inches of the sprinkler head.	LT	LT	LT	
	Sprinkler assembly component is damaged, inoperable, or missing and it is detrimental to performance.	LT	LT		
	Sprinkler assembly has evidence of corrosion.	LT	LT	LT	
	Sprinkler assembly has evidence of foreign material that is detrimental to performance.	LT	LT	LT	
Steps & Stairs	Tread is missing or damaged.	M	M	M	
	Stringer is damaged.	M	M	M	
	Step or stair is not functionally adequate.			M	
Structural System	Structural system exhibits signs of serious failure.	LT	LT	LT	
Toilet	Only 1 toilet was installed, and it is missing.	LT	M		
	A toilet is missing and at least 1 toilet is installed elsewhere that is operational.	M	M		
	Only 1 toilet was installed, and it is damaged or inoperable.	S	M		
	A toilet is damaged or inoperable and at least 1 toilet is installed elsewhere that is operational.	M	M		
	Toilet component is damaged, inoperable, or missing such that it may limit the resident's ability to safely discharge human waste.	M	M		
	Toilet is not secured at the base.	M	M		
	Toilet component is damaged, inoperable, or missing and it does not limit the resident's ability to discharge human waste.	M	M		
Trash Chute	Chute door does not open or self-close and latch.		M		
	Chute is clogged.		M		
Trip Hazard	Trip hazard on walking surface.	M	M	M	
Ventilation	Exhaust system does not respond to the control switch.	M	M		
	Exhaust system has restricted airflow.	M	M		
	Exhaust system component is damaged or missing.	M	M		
	Bathroom does not have proper ventilation or dehumidification.	M	M		
Wall - Exterior	Exterior wall covering has missing sections of at least 1 square foot per wall.			M	
	Exterior wall has peeling paint of 10 square feet or more.			M	
	Exterior wall component(s) is not functionally adequate.			M	
Wall - Interior	Interior wall has a loose or detached surface covering.	M	M		
	Interior wall component(s) is not functionally adequate.	M	M		
	Interior wall has a hole that is greater than 2 inches in diameter or there is an accumulation of holes that are cumulatively greater than 6 inches by 6 inches.	M	M		

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Water Heater	Temperature pressure relief (TPR) valve has an active leak or is obstructed or relief valve discharge piping is damaged, capped, has an upward slope, or is constructed of unsuitable material.	S	S	S	
	No hot water.	S	M		
	The relief valve discharge piping is missing or terminates greater than 6 inches or less than 2 inches from waste receptor flood-level.	M	M	M	
	Chimney or flue piping is blocked, misaligned, or missing.	LT	LT	LT	
	Gas shutoff valve is damaged, missing, or not installed.	LT	LT	LT	
Window	Window will not open or stay open.	M	M		
	Window cannot be secured.	M	M		
	Window will not close.	S	M		
	Window component is damaged or missing and the window is not functionally adequate.	M	M		

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