(Multi-family)
Inspection Checklist For Rental Properties
City Of West Lafayette, IN

Date:
Inspector Name:
Property address:
Type of Property:
Time In: Time Out:

Electrical Panel:
- ☐ Service amps adequate for usage
- ☐ Properly grounded and in good condition
- ☐ No open circuits in box
- ☐ If fuses – proper sizes
- ☐ Adequate clearance and easy access
- ☐ All equipment installed and maintained to code

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General Electrical:
- ☐ Covers on switches & outlets
- ☐ Splices to code in covered boxes
- ☐ GFCIs where required & operable
- ☐ Switches, outlets & fixtures operable
- ☐ Minimum 2 spaced outlets in all rooms
- ☐ Adequate light fixtures, with globes as needed
- ☐ Buffer space around lights to combustibles
- ☐ Safe, limited use of extension cords
- ☐ Exterior lines secure & protected
- ☐ All installations maintained to code

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Water Heater:
- ☐ Gas shut-off valve
- ☐ Proper pop-off valve & drop pipe
- ☐ Vent secured & properly pitched
- ☐ Operable, with no rust holes or leaks
- ☐ Adequate surrounding clearance

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HVAC:
- ☐ Gas shut-off valve and on/off switch
- ☐ Vent secured & properly pitched
- ☐ Filters are cleaned periodically
- ☐ Operable, provides minimum 68 degrees
- ☐ Adequate surrounding clearance
- ☐ All equipment installed and maintained to code

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Laundry: (if applicable)
- ☐ Proper dryer vent to exterior with cover
- ☐ Gas shut-off valve, capped if unused

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Sinks, Bathtubs & Showers:
- ☐ Operable, with hot & cold water
- ☐ Functioning drains with proper traps
- ☐ No leaks or drips
- ☐ Garbage disposal operable if present

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Toilets:
- ☐ Operating properly
- ☐ No leaks or continuous running

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General Plumbing:
- ☐ Installed correctly with no leaks
- ☐ Proper venting
- ☐ Functioning drains with proper traps & covers

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Stairways: (if applicable)
- ☐ Handrails if 4 or more steps
- ☐ Lighted correctly
- ☐ Steps stable, unbroken & of adequate strength

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Windows:
☐ Proper locations & sizes for light & ventilation
☐ Proper for egress and lockable
☐ Snug fit, operable & not broken or cracked
☐ Bathrooms need mechanical or window venting
☐ Screens are present & in good condition

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Rooms
☐ Walls, floors & ceilings intact & maintained
　☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other

☐ No padlocks or interior key locks on doors
　☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other

☐ Unobstructed egress within and out of home
　☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other

☐ Adequate area & height & proper layout
　☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other

☐ Fireplaces, wood stoves operable & maintained
　☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other

☐ No rubbish or garbage accumulation
　☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other

☐ Basement bedrooms have egress windows
　☐ LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other

☐ Bedrooms and bathrooms have privacy doors
　☐ BA 1 ☐ BA 2 ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4

☐ Closet lights away from combustibles, up to code and operable
　☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other

☐ Kitchen floors in good condition

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Exterior Doors:
☐ Proper for egress and lockable
☐ Snug fit, operable & unbroken

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Smoke Detectors: (in unit)

☐ Smoke detectors installed in correct locations

LR ☐ DR ☐ BD 1 ☐ BD 2 ☐ BD 3 ☐ BD 4 ☐ Other

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(Multi-family – Common Areas)
Inspection Checklist For Rental Properties
City Of West Lafayette, IN

Date:
Inspector Name:
Property address:
Type of Property:
Time In: Time Out:

Yard:
☐ Grass, shrubs, trees maintained to code
☐ Accessory structures maintained to code
☐ No illegal vehicles or illegal parking
☐ No rubbish or garbage
☐ Have garbage containers with covers

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Building Exterior:
☐ Roof waterproof & maintained
☐ Walls, foundations, chimney maintained
☐ Porches solid & maintained
☐ Guardrails on porches over 30" high
☐ Handrails if 4 or more steps

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Fire Protection: (as applicable)
☐ Smoke detectors properly installed and operable
☐ Sprinklers installed properly and operable
☐ Adequate egress
☐ Self closing exit doors
☐ Central fire alarm system properly installed and operable
☐ Adequate exit lighting
☐ Fire alarm report from independent agency

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Laundry: (if applicable)
☐ Proper dryer vent to exterior with cover
☐ Gas shut-off valve, capped if unused

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Stairways: (if applicable)
☐ Handrails if 4 or more steps
☐ Lighted correctly
☐ Steps stable, unbroken & of adequate strength

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This is a checklist of common violations of the West Lafayette Housing-Property Maintenance Code (BOCA, 1978) as adopted by Ordinance 20-78 (Chapter 6, West Lafayette City Code). This checklist is not a comprehensive list of all code provisions and requirements applicable in the City of West Lafayette.