



Building Department

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**Residential Rental Inspection Program
 Inspection Checklist**

Owner Information (Please print legibly)

| | | |
|-------------|------------|------------------------------|
| First Name: | Last Name: | OWN ID: (found on letter) |
|-------------|------------|------------------------------|

Property Address (Please use one form per address / unit)

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|-----------------|---------|
| Street Address: | Unit #: |
|-----------------|---------|

| Item # | Part I: Exterior Inspection | Pass | Fail | N/A | Comments |
|--------|--|------|------|-----|----------|
| 1.1 | Address numbers clearly visible from street. | | | | |
| 1.2 | Roof components shall not be damaged or missing. | | | | |
| 1.3 | Exterior property and premises shall be in a clean, safe, and sanitary condition. | | | | |
| 1.4 | Exterior property and premises shall be maintained free from excess plant growth. | | | | |
| 1.5 | Inoperable or unregistered vehicles must be stored out of the front yard or exterior side yard and on a paved surface. | | | | |
| 1.6 | Trash containers must be stored out of public right-of-way and free of overflow. | | | | |
| 1.7 | Stairways, decks, porches, and balconies should be in good condition/free from visible structural defects and trip or fall hazards. | | | | |
| 1.8 | Exterior sidewalks and driveways must remain clear at all times and in a safe and sanitary condition. | | | | |
| 1.9 | Luminaires and receptacles shall be protected from water contact. | | | | |
| 1.10 | Door(s) and hardware in good condition. Locks shall tightly secure the door. | | | | |
| 1.11 | Window(s) free from leaks or cracks, screens present and undamaged. Window(s) shall be easily openable and held in position by hardware. | | | | |
| 1.12 | Exterior walls shall be free from holes, breaks, and loose or rotting materials. | | | | |
| 1.13 | Structures and exterior area shall be kept free from rodent harborage and infestation. | | | | |
| 1.14 | Accessory structures shall be maintained structurally sound and in good repair. | | | | |
| 1.15 | Swimming pools and hot tubs shall be maintained in good repair. | | | | |

Part II: Interior Inspection

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|------|---|--|--|--|--|
| 2.1 | Interior rooms and surfaces shall be maintained in good clean and sanitary condition. | | | | |
| 2.2 | Stairs and walking surfaces shall be maintained in sound condition and good repair. | | | | |
| 2.3 | Every handrail and guard shall be maintained in good repair. | | | | |
| 2.4 | Property must be clear of all infestations - insect, rodent, etc.) | | | | |
| 2.5 | Water supply system shall be installed and maintained and supplying all fixtures. | | | | |
| 2.6 | Water heating facilities shall be properly installed with approved relief valves and capable of providing and water to every fixture. | | | | |
| 2.7 | Plumbing fixtures shall be properly installed and maintained in working order. | | | | |
| 2.8 | Heating facilities capable maintaining a min temperature of 68° F in all habitable spaces. | | | | |
| 2.9 | Electrical fixtures and/or cover plates present and undamaged. | | | | |
| 2.10 | Receptacles and switches properly installed and operable. | | | | |
| 2.11 | Extension or flexible cord not used as permanent wiring. | | | | |
| 2.12 | Structures shall be kept free from insect and rodent infestation. | | | | |
| 2.13 | Smoke detectors present and operable in each sleeping area and adjacent hallway | | | | |
| 2.14 | | | | | |
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