

**CITY OF FORT MADISON  
RENTAL HOUSING INSPECTION PROGRAM  
SELF-CERTIFICATION CHECKLIST  
(319) 372-7700 EXT. 212**

PROPERTY ADDRESS:	PROPERTY NAME (IF APPLICABLE):	DATE:	NO OF UNITS:
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**Owners of rental housing properties must certify each and every rental housing unit on the property at least once every calendar year and upon each change in tenancy. Self-certification requires the following:**

- Inspect each rental housing unit on the property for compliance with this checklist;
- Immediately make repairs to the housing unit in order to achieve compliance with the requirements of this checklist;
- Upon completion of this checklist, provide a copy of the completed checklist to the occupants of the corresponding rental housing unit and to the City of Fort Madison.

**Inspection of Unit Number:** \_\_\_\_\_

**Check the box next to each item or area that is inspected and found to be in compliance. Please use a separate Self-Certification Checklist form for each rental housing unit inspected.**

<input type="checkbox"/> 1. <b>Premises</b> – No abandoned or inoperable vehicles, overgrown vegetation, infestation of insects or vermin, discarded household items, trash, debris or any graffiti.	<input type="checkbox"/> 8. <b>Entry doors</b> – All doors and door jambs have strike plates that secure, not loose; entry doors have a standard deadbolt with thumb latch at interior, a viewer, and are weather sealed	<input type="checkbox"/> 15. <b>Smoke detectors</b> – Smoke detectors are working, and are located in hallways leading to rooms used for sleeping purposes, in sleeping rooms, and one located on each level.
<input type="checkbox"/> 2. <b>Exterior walls</b> – In good condition, no peeling paint, holes, missing sections or deterioration.	<input type="checkbox"/> 9. <b>Windows and window locks</b> - Windows can be opened and closed easily, and have no missing or broken glass. Bedroom egress windows are not blocked by furniture or air conditioners.	<input type="checkbox"/> 16. <b>Carbon monoxide detectors</b> - Carbon monoxide detectors are required on every floor gas appliances are on and outside bedrooms. (Not required if house does not have gas service)
<input type="checkbox"/> 3. <b>Screens</b> – No missing or damaged crawl space, attic or foundation vent screens. All windows other than 1 <sup>st</sup> floor are required to have screens.	<input type="checkbox"/> 10. <b>Heaters</b> – Are permanently installed and properly functioning.	<input type="checkbox"/> 17. <b>Bathroom ventilation</b> – Bathrooms have operable window or exhaust fan.
<input type="checkbox"/> 4. <b>Stairway/landing/treads/risers/guardrails/handrails</b> In good condition, well secure, not loose or Deteriorated.	<input type="checkbox"/> 11. <b>Kitchen counters and sink surfaces</b> - Surfaces are in good condition, no significant cracked, chipped or missing pieces.	<input type="checkbox"/> 18. <b>GFCI required locations</b> – GFCI properly function and have been installed where outlets have been replaced in the bathrooms, on kitchen counters, on the exterior, and in garages.
<input type="checkbox"/> 5. <b>Address Number</b> – Address numbers are required on all properties and units. Numbers are required to be 2" wide by 3" long posted on the 1 <sup>st</sup> story of the building.	<input type="checkbox"/> 12. <b>Floor coverings</b> – Coverings do not create tripping hazards or unsanitary conditions. Common areas are in safe and sanitary condition.	<input type="checkbox"/> 19. <b>Electrical panel</b> – Multi-unit panels are identified, all breakers/fuses are labeled and there is no exposed wiring
<input type="checkbox"/> 6. <b>Roof and ceilings</b> – In good condition without any leaks.	<input type="checkbox"/> 13. <b>Plumbing fixtures/piping</b> – Properly installed and in good condition without any leaks or clogs, no missing handles or spouts.	<input type="checkbox"/> 20. <b>Electrical</b> – General outlets, lights, switches and cover plates are installed properly and in good condition, no exposed wiring
<input type="checkbox"/> 7. <b>Exterior lighting</b> – All lights function and have proper covers, no exposed wiring.	<input type="checkbox"/> 14. <b>Water heaters</b> – Water heaters are installed in an approved location and have seismic strapping, operable temperature relief valve & drain line, venting, and a minimum 120 degrees water temperature.	<input type="checkbox"/> 21. <b>Fire Extinguisher</b> – One fire extinguisher is required in every kitchen area. Extinguisher must be mounted per installation instructions. If stored in a cabinet or closet, door must be labeled.

**I certify that I have inspected the aforementioned unit and that the unit complies with all the checklist items listed above. In addition, I have provided a copy of this completed checklist to the occupants of the unit inspected.**

\_\_\_\_\_  
Printed Name of Owner or Owner's Representative

\_\_\_\_\_  
Signature of Owner or Owner's Representative

Date: \_\_\_\_\_