



**Economic and Community Development**

Location: 220 4th Avenue South • Kent, WA 98032-5895

Phone: 253-856-5550 • RHIP@KentWA.gov

# Rental Housing Inspection Program Checklist

**Please print in black ink only.**

Owner Name \_\_\_\_\_

Rental Property Address \_\_\_\_\_

Rental Property Contact \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Unit Number Inspected \_\_\_\_\_ Inspector \_\_\_\_\_ Inspection Date \_\_\_\_\_

Type of Inspection       Initial       Re-Inspection

*All eminent threats to occupant’s health and life-safety shall be reported immediately to the Rental Housing Inspection Program. (Example: roof or building at risk of collapsing)*

*A box checked with a fail denotes a deficiency or an aspect of the property requiring corrective action.*

*Failed items in a shaded box are deemed health and life-safety items and must be addressed within 30 days; all other failed items must pass re-inspection within 60 days. All items must pass to receive a Certificate of Compliance.*

## 1. EXTERIOR: STRUCTURE, SHELTER, AND MAINTENANCE

1.1	Building Addressing: Buildings shall have a plainly legible and visible address from the street or road fronting the property. Numbers shall be 6” in height with a 1” stroke. <i>(KCC 13.06.140)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.2	Roofs and Drainage: The roof and flashing shall be sound, tight, and not have defects that admit rain. Roof drainage is adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters, and downspouts are maintained in good repair. Roof water is not to be discharged in a manner that creates a public nuisance. <i>(IPMC 304.7)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.3	Structural Components/Members: Structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads. <i>(IPMC 304.4)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail

Comments:

1.4	<b>Decorative Features &amp; Overhang Extensions:</b> Decorative features and Overhangs are maintained and in good repair with proper anchorage and in safe conditions. <i>(IPMC 304.8, 304.9)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.5	<b>Exterior Walls:</b> Exterior walls are free of holes, breaks, and loose or rotting material, are weatherproof and protected from deterioration. <i>(IPMC 304.6)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.6	<b>Stairs and Decks:</b> Every exterior stairway, deck, porch, balcony, and all appurtenances attached thereto, are maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads. <i>(IPMC 304.10)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.7	<b>Foundation:</b> Foundation shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent entry by rodent or other pests. <i>(IPMC 304.5)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.8	<b>Chimney:</b> Chimney or similar appurtenances are maintained in a safe and sound condition and are in good repair. <i>(IPMC 304.1.1)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.9	<b>Windows and Skylights:</b> Every window and skylight are in good repair, sound condition, and weather tight. Openable windows are easy to open and capable of being held in position by window hardware. <i>(IPMC 304.13)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.10	<b>Garbage/Rubbish:</b> Garbage/rubbish is accumulated inside trash receptacles and not elsewhere on the property. <i>(KCC 8.01.030, 8.04.100)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<b>Comments:</b>			

## 2. COMMON AREAS ONLY

2.1	<b>Structural Components/Members:</b> Structural Components/members are structurally sound, free of deterioration, are properly anchored, and are capable of safely supporting the imposed loads. <i>(IPMC 305.2)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.2	<b>Stairs and Walking Surfaces:</b> Every stair, ramp, landing, balcony, porch, or other walking surface is maintained in a sound condition and good repair. <i>(IPMC 305.4)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.3	<b>Handrail and Guards:</b> Every handrail and guard is firmly fastened and capable of supporting normally imposed loads and is maintained in good condition. <i>(IPMC 305.5)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.4	<b>Ventilation:</b> Every habitable space shall have not less than one openable window. Bathrooms and kitchens are in compliance if mechanical ventilation is operable and the discharge is to the outdoors and not recirculating. <i>Note: exception where rooms and spaces without openings to the outdoors are ventilated through an adjoining room. (IPMC 403)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.5	<b>Interior Doors:</b> Every interior door is fit reasonably well within its frame, is capable of being opened and closed properly, and is securely attached to jambs, headers, or tracks as intended by the manufacturer of the attached hardware. <i>(IPMC 305.6)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.6	<b>Interior Surfaces:</b> Interior surfaces, including windows and doors, are maintained in good, clean and sanitary condition. The interior is free of peeling, chipping/flaking or abraded paint; or loose or damaged plaster/sheetrock: decayed wood or other defective surface conditions present that would exceed a combined 4 sf. <i>(IPMC 305.3)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail

Comments:

2.7	<b>Exhaust Systems:</b> Clothing dryer exhaust systems shall be independent of all other systems and will exhaust outside the structure in accordance with the manufacturer. Screens shall not be installed at the duct termination. <i>(IPMC 403.2, IMC 504.4)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.8	<b>Lighting:</b> Every habitable space shall have not less than one window facing directly to the outside or to the court. Every common hall and stairway in apartments shall be lighted at all times with not less than a 60-watt or equivalent light bulb for every 200 sf of floor area. <i>Note: Windows not required in bathrooms and kitchens provided the room has an artificial light source and ventilation. (IPMC 402.1, 402.2, 402.3)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail

Comments:

### 3. COMMON AREA: POOL, HOT TUBS, AND SPAS

3.1	Swimming Pools shall be maintained in a clean and sanitary condition, and in good repair. Private swimming pools, hot tubs, and spas shall be completely surrounded by a fence or barrier at least 60 inches in height. Barriers shall be self-closing or self-latching gate or door that provides a mechanism that uses a continuously locked latch, code lock, or equivalent access control system that always requires a key or code. If the latch is less than 60 inches from the ground, the barrier must have an 18" radius of solid material around the latch. <i>(IPMC 303.1)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Comments:			

### 4. COMMON AREA: FIRE SAFETY

4.1	<b>Egress:</b> A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure. The means of egress shall be continuously maintained free from obstructions or impediments in case of fire or other emergency. Means of egress shall comply with the International Fire Code. <i>(IFC 1031.2, IPMC 702.1)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
4.2	<b>Exit Signs:</b> Exit signs shall be internally or externally illuminated. <i>(IFC 1104.3)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
4.3	<b>Exit Illumination:</b> Exit signs shall be visible under emergency illumination conditions <i>(IFC 1104.4)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
4.4	<b>Fire-Resistance-Rated Assemblies:</b> Required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions, and floors are maintained and in good, operable condition. <i>(IPMC 703.1)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
4.5	<b>Fire Extinguishers:</b> Portable fire extinguishers shall be maintained annually. <i>(IFC 906.2)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Comments:			

## 5. INTERIOR: FIRE SAFETY

5.1	<b>Smoke Alarms:</b> Smoke alarms must be installed in the following locations: ceiling or wall outside each separate sleeping area in the immediate vicinity of bedrooms; in each room used for sleeping purposes; and in each story, including basements. Smoke alarms must be maintained in good working order. <i>(IPMC 704)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
5.2	<b>Carbon Monoxide Detectors:</b> Carbon Monoxide detectors shall be provided where any of the following conditions exist; fuel-burning appliances, fuel-burning fireplaces, forced-air furnaces, fuel-burning appliances outside dwelling and sleeping units, and private garages. Required carbon monoxide detection shall be located in accordance with WAC 51-54A-0915.2 <i>Note: If not applicable, check Pass. (WAC 51-54A-0915)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
5.3	<b>Emergency Escape Opening:</b> Required emergency escape and rescue openings shall be maintained and operational from the inside of the room without the use of keys or tools in accordance with the code that was in effect at the time of construction. Bars, grilles, grates, or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction. <i>(IPMC 702.4)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<b>Comments:</b>			

5.4	<b>Egress:</b> A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure. The means of egress shall be continuously maintained free from obstructions or impediments in case of fire or other emergency. Means of egress shall comply with the International Fire Code. <i>(IFC 1031.2, IPMC 702.1)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
5.5	<b>Fire-Resistance-Rated Assemblies:</b> Required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions, and floors are maintained and in good, operable condition. <i>(IPMC 703.1)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
5.6	<b>Fire Extinguishers:</b> Portable fire extinguishers shall be maintained annually. <i>(IFC 906.2)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<b>Comments:</b>			

## 6. INTERIOR: STRUCTURE, SHELTER, AND MAINTENANCE

6.1	<b>Unit Addressing:</b> Unit address shall be located at the front door in a height of not less than 3” in height. <i>(KCC 13.06.140)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
6.2	<b>Structural Components/Members:</b> Structural Components/members are structurally sound, free of deterioration, are properly anchored, and are capable of safely supporting the imposed loads. <i>(IPMC 305.2)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
6.3	<b>Stairs and Walking Surfaces:</b> Every stair, ramp, landing, balcony, porch, or other walking surface is maintained in a sound condition and good repair. <i>(IPMC 305.4)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
6.4	<b>Handrail and Guards:</b> Every handrail and guard is firmly fastened and capable of supporting normally imposed loads and is maintained in good condition. <i>(IPMC 305.5)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
6.5	<b>Ventilation:</b> Every habitable space shall have not less than one openable window. Bathrooms and kitchens are in compliance if mechanical ventilation is operable and the discharge is to the outdoors and not recirculating. <i>Note: exception where rooms and spaces without openings to the outdoors are ventilated through an adjoining room. (IPMC 403)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
6.6	<b>Rodents/Insects:</b> Structure shall be kept free from insects and rodent infestation. Structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. <i>(IPMC 309)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
6.7	<b>Interior Doors:</b> Every interior door is fit reasonably well within its frame and shall be capable of being opened and closed properly and securely attached to jambs, headers, or tracks as intended by the manufacture of the attached hardware. <i>(IPMC 305.6)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<b>Comments:</b>			

6.8	<p><b>Minimum Room Width/Height:</b> <i>Width</i>- all habitable rooms, other than a kitchen, shall not be less than 7' in any dimension. Kitchens shall have a minimum clear passageway of 3' between counter fronts and appliances or counter fronts and walls.</p> <p><i>Height</i>- all habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basement areas shall have a minimum clear ceiling height of 7'.</p> <p><i>Note: Exemptions found in International Property Maintenance Code 404.3 (IPMC 404.3)</i></p>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
6.9	<p><b>Room Area:</b> Every living room shall not contain less than 120 sf and every bedroom shall not contain less than 70 sf.</p> <p><b>**If room(s) are unmodified from originally permitted construction, may be exempt from this requirement.</b></p> <p><i>Note: Exemptions found in International Property Maintenance Code 404.3 (IPMC 404.4.1)</i></p>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
6.10	<p><b>Exhaust Systems:</b> Clothing dryer exhaust systems shall be independent of all other systems and will exhaust outside the structure in accordance with the manufacturer. <i>(IPMC 403.2)</i></p>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
6.11	<p><b>Lighting:</b> Every habitable space shall have not less than one window facing directly to the outside or to the court. Every common hall and stairway in apartments shall be lighted at all times with not less than a 60-watt or equivalent light bulb for every 200 sf of floor area.</p> <p><i>(IPMC 402.1, 402.2)</i></p>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
6.12	<p><b>Interior Surfaces:</b> Interior surfaces, including windows and doors, are maintained in good, clean and sanitary condition. The interior is free of peeling, chipping/flaking or abraded paint; or loose or damaged plaster/sheetrock; decayed wood or other defective surface conditions present that would exceed a combined 4 sf. <i>(IPMC 305.3)</i></p>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<p><b>Comments:</b></p>			

## 7. PLUMBING AND HOT WATER

7.1	<b>Plumbing Fixtures:</b> Plumbing fixtures shall be properly installed and maintained in working order, shall be kept free from obstruction, leaks, and defects, and shall be capable of performing the function for which such plumbing fixtures are designed. <i>(IPMC 504.1)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
7.2	<b>Plumbing Connections:</b> Plumbing fixtures shall be properly connected to either a public sewer system or to a private sewage disposal system. <i>(IPMC 506.1)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
7.3	<b>Plumbing Lines:</b> All plumbing supply lines, waste lines, sewer lines, venting, and plumbing stacks are functioning properly and are free from obstructions, leaks, or defects. <i>(IPMC 506.2)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
7.4	<b>Water Heating Facilities:</b> Water heating facilities shall be properly installed, maintained, and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower, and laundry facility at a minimum temperature of 110°F. A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless it is a direct vent appliance. <i>(IPMC 505.4)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
7.5	<b>Plumbing Dwelling Unit Requirements:</b> Every dwelling unit has its own bathtub or shower, lavatory, water closet, and kitchen sink. Lavatory is placed in the same room as the water closet or located in close proximity to the door leading directly into the room containing the water closet. <i>(IPMC 502.1)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<b>Comments:</b>			

## 8. HEATING AND ELECTRICAL

8.1	<b>Heating:</b> Dwelling is provided with heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms, bathrooms, and toilet rooms. <i>(IPMC 602.2)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
8.2	<b>Electrical Hazards:</b> The dwelling unit is free of faulty electrical receptacles or switches, damaged or exposed wiring, improved wiring, or improper fusing. <i>(IPMC 10.02.100)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
8.3	<b>Luminaires:</b> Every hallway, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room, and furnace room has not less than one operable electric luminaire. All habitable rooms must have an operable electric luminaire; bedrooms may have two outlets in place of luminaire. <i>(IFC 6.05.7)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
8.4	<b>Extensions Cords:</b> Flexible or extension cords are not used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings. <i>(IFC 6.05.5)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
8.5	<b>Electrical Covers:</b> Open junction boxes and open-wiring splices shall be prohibited. Appropriate covers shall be provided for all switch and electrical outlet boxes. <i>(IFC 605.6)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
8.6	<b>Receptacles:</b> All habitable spaces have at least two separate operable receptacles. Every bathroom shall have at least one receptacle. <i>(KCC 10.02.100)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<b>Comments:</b>			



**INSPECTION RESULTS**

PASS	FAIL-CORRECTION NEEDED
Re-Inspection Not Required	Re-Inspection Required by:  _____
Comments:	

**Certification of Inspection:** By my signature, I certify that I have personally physically inspected this property and that this property does/does not comply with the standards set forth in the City of Kent Rental Housing Inspection Program as authorized by KCC 10.02. I also understand that knowingly submitting a falsified certification of inspection is a gross misdemeanor with a fine up to five thousand dollars (\$5,000). I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

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Inspector's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Declaration of Compliance:** By my signature, I certify that I am authorized to submit the information provided in this checklist to the City of Kent in accordance with the City of Kent Rental Housing Inspection Program as authorized by KCC 10.02. I understand this rental property must comply with all the provisions of the Rental Housing Inspection Program and that I will be required to submit a certificate of inspection no later than once every three years for this property. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to five thousand dollars (\$5,000). I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

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Landlord's Signature \_\_\_\_\_ Date \_\_\_\_\_