



Rental Property Registration Inspection Checklist

Please note:

- 1) Failure to address the items written in red will cause the rental property to automatically fail the initial inspection.
- 2) Properties failing inspection will be given 30 days to correct all violations.
- 3) Inspections not scheduled within 30 days of registration or the last failed inspection will incur a \$50 late fee.
- 4) There is no fee for the initial reinspection, but a \$50 fee will be required upon scheduling the 2nd reinspection for the same violation.

To schedule your inspection: Call 972.707.3891.

Inspection Areas	Code Section	Description of Inspection Area	Inspection Checklist
Permits Required	102.3*	Repairs, additions, conversions or alterations to a structure, or changes of occupancy, shall require a permit.	
Unsafe Structure	108	When a structure is found unsafe and unfit for human occupancy and is decayed or dilapidated beyond repair it shall be condemned.	Dilapidated beyond repair
Property Sanitation	302.1	Property shall be kept clean and sanitary and free of trash/junk.	Clean property of all loose trash/junk
Sidewalks/Driveways	302.3	All sidewalks, driveways, and walkways, parking spaces and similar areas shall be kept in proper state of repair and maintained free of pot holes and trip hazards.	Repair pot holes in driveway
			Replace damaged sections of driveway
			Repair private walkway trip hazards
			Replace private walkway
Accessory Structure	302.7	All accessory structures including detached garages, fences and walls shall be maintained in a structurally sound condition (no decayed or dilapidated materials) and roofing shall be water tight and, in a weather-resistant condition.	Paint all exposed accessory building wood
			Replace all dilapidated building material
			Repair exterior wall coverings
			Repair accessory building roof coverings
			Replace accessory building roof
			Demo accessory building
			Repair dilapidated fencing or gates
Pools, Hot Tubs, Spas	303	Shall be kept in sanitary condition and maintained in good repair.	Replace fencing
			Clean or drain stagnant water from pool
			Clean or drain stagnant water from hot tub
			Pool fence requires self-closing/latching gate
Exterior Building Conditions	304	The exterior of the structure shall be maintained in good repair, sound and sanitary condition and not be a threat to public health and welfare. All exterior surfaces shall be painted, and any decayed wood removed. Roof must be water tight and all broken	Pool fence not proper height (4 ft)
			Remove and replace rotted exterior wood
			Paint all exposed wood
			Paint all chipped and peeling wood
			Repair roof to water tight conditions



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		windows repaired and no exposed elect. Foundation repairs will be required on the most severe cracked foundations.	Replace entire roof
			Repair or replace all broken windows
			Remove exposed electrical wiring
			Replace all broken electrical fixtures
Interior Building Conditions	305	The interior of the structure and equipment shall be maintained in good repair, sound and sanitary condition. All interior surfaces, walls, doors, ceilings and floors maintained in good repair. No peeling or chipped painted surfaces. Stairways and rails shall be sound and in good repair.	Repair holes in wall
			Repair holes in ceiling
			Replace broken doors
			Repair damaged floors
			Repair sagging ceilings
			Repair unsound stairways
			Repair stairway handrails/guardrails
			Replace stairway handrails/guardrails
			Clean floor coverings
Extermination	308	All structures shall be kept free from insects and rodent infestation. Signs of infestation will require treatment and proof of extermination.	Signs of infestation
Plumbing Systems	504	All plumbing fixtures in bath, kitchen, and around exterior of house shall be maintained in sanitary condition. Fixtures that are required by code such as lavatory, water closet, shower, bathtub, kitchen sink and hot water heater shall be installed and in working order with no sign of leaks.	Clean and sanitize all plumbing fixtures
			Repair bath lavatory
			Repair kitchen sink
			Replace kitchen sink
			Repair leaking faucets or drains
			Install hot water heater
			Hot water heater not properly vented
			Ensure temperature and pressure relief valve is going downhill
			Connect gas line to hot water heater
			Gas test required on water heater
			Install vacuum breakers on all hose bibs
Water Systems	505	All plumbing fixtures shall be connected to an approved water system and shall be supplied with both hot and cold running water. Water heater shall be installed according to both State and Local Plumbing Laws.	Water heater not vented properly
Sanitary Drainage	506.1	All plumbing fixtures shall be connected to an approved sanitary sewer system and shows no signs of a leakage.	Repair visible sewage leak



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Heat supply	602.3	Heating equipment shall be capable of maintaining a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.	
Mechanical Equip.	603	All mechanical equipment shall be installed and maintained in good repair.	Repair mechanical equipment
			Repair condensate drains on equipment
			Ensure all vents have appropriate covers
Combustion Air	603.5	All fuel burning appliance closets shall be ventilated with fresh air.	Install lower combustion air
			Install both upper and lower combustion air ducts
			Appliance not properly vented
Electrical Hazards	604	All improper wiring, exposed electrical conductors, and damaged conductors i.e. switches and plugs will be repaired to eliminate hazard. GFCI protection is required on kitchen countertops, in bathrooms, outdoor areas, unfinished basements and crawl spaces, garages, boathouses, and laundry areas.	Replace all damaged electrical wiring
			Replace damaged wall plug
			Replace damaged wall switch
			Remove all exposed electrical wiring
			Replace ceiling fixture
			Replace missing plug/switch cover plates
			Install GFCI outlet
Smoke Alarms	IRC 314	Smoke alarms in existing areas are not required to be hard wired, however, battery pack units are required in each sleeping room and hall that leads to those sleeping rooms on every floor.	Install smoke alarms in all bedrooms
			Install smoke alarms in hallway
			Smoke alarms not working
Carbon Monoxide Alarms	IRC 315	Carbon monoxide alarms are required where there are gas fired appliances and/or if the unit has an attached garage that communicates with the dwelling unit. Alarms shall be installed per the manufacturer's specifications.	Install carbon monoxide alarms
Security Devices	Tx Prop Code Ch. 92	Beginning Jan 1, 1995, all existing rental dwellings everywhere in TX. must be equipped with keyless deadbolts (or keyless bolting devices) and sliding door pinlocks.	Install new deadbolt lock or bolting device
			Install sliding door pinlock at sliding door
Grasses and Weeds	Article IV Sec.12-48**	Grass and weeds shall not grow to a height greater than 12" or grow within the right-of-way of any public street.	

2015 International Property Maintenance Codes unless otherwise noted.

*Application of other codes: Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the International Building Code, International Existing Building Code, International Energy Conservation Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Residential Code, International Plumbing Code and NFPA 70.

**Code of Ordinances City of Duncanville, TX Article IV Sec.12-48

Property inspections are conducted to determine compliance with applicable state and local laws including, but not limited to, the current adopted International Residential Code and the current adopted International Property Maintenance Code.