City of Dallas

Rental Housing Inspection Checklist

Property Address:

Property Owner Name:

Property Owner Phone Number:

Date of Inspection:

Inspector Name:

Type of Property:

Single Family: ☐ Duplex; ☐ Condo ☐

Instructions and Definitions

INSTRUCTIONS:

Complete the items in this checklist to the best of your ability and understanding. The checklist is written in a style intended to communicate with most people. The Code Explanation at the bottom of each page is the wording as it appears in the ordinance. The Code Reference in the right hand column allows you to find the ordinance by reference.

DEFINITIONS:

Habitable Room	A space in a building or structure for living, sleeping, eating, or cooking. Bathrooms, toilet rooms, closets, halls, storage and utility spaces, and other similar rooms are not considered habitable rooms.
Housing Standards Manual	The manual by that title and which is kept on file in the office of the City Secretary
Operating Condition	Means free of leaks, safe, sanitary, structurally sound and in good working order
Sanitary Condition	Any condition of good order and cleanliness that precludes the probability of disease transmission.
Single Dwelling Unit	A single family or duplex, as defined in the Dallas Development Code, as amended, or a condominium dwelling unit.
Workmanlike	Mean executed in a skilled manner, for example, generally plumb, level, square, in line, undamaged, and without marring adjacent work.

Rental Housing Inspection Checklist

Rev 12/16/2016, R. Curry

LIFE SAFETY		Answer			Notes
		Y	N	NA	
1.1	Are there working smoke detectors?				
	a) In each sleeping room?				
	b) Outside each sleeping area door?				
1.2	Is there a working carbon monoxide (CO) alarm?				
1.3	Are all steps and handrails securely fastened and anchored, free from trip hazards?				
1.4	Are all exits out of the building free of obstructions and able to be used?				
1.5	Does each bedroom have a window that can be easily opened and large enough for emergency escape?				

Code Information		
Question	Code Explanation	Code Reference
1.1	Get info from DFR	
1.2	Get info from DFR	
1.3	Maintain steps and stairways in operating condition, securely fastened and anchored, and free from trip hazards.	27-11(16)(A)
1.4	Get info from DFR	
1.5	Get from BI and DFR	

SAMPLE

Rental Housing Inspection Checklist

Rev 12/16/2016, R. Curry

SANITATION FACILITIES		Answer			Notes
Kitchen Facilities		Y	N	NA	
2.1	Is there a kitchen sink?				
2.2	Are countertops and backsplashes free of decay, rust and rot?				
2.3	Is the kitchen floor free from holes, decay and trip hazards?				
Bathroom Facilities					
3.1	Is there at least one toilet; a lavatory sink; and either a bathtub or shower, or a combination of a bathtub and shower?				
3.2	Are all plumbing fixtures in operating condition?				
3.3	Is the toilet/urinal connected to cold potable water under pressure necessary for safe and sanitary operation?				
3.4	Is the floor free from holes, decay and trip hazards?				
3.5	Are shower enclosure floors and walls in operating condition, free of holes, cracks, breaches, decay, rust and rot?				

Code Information		
2.2	An owner shall maintain kitchen and bathroom countertops and backsplashes surrounding kitchen sinks and lavatory sinks in operating condition free of decay, rust, and rot.	27-11(d)(8)
3.3	equip toilets and urinals with cold potable water under pressure necessary for safe and sanitary operation	27-11(f)(3)(D)

SAMPLE

Rental Housing Inspection Checklist

Rev 12/16/2016, R. Curry

SANITATION FACILITIES		Answer			Notes
Water Supply/Wastewater Disposal		Y	N	NA	
4.1	Do all sinks, showers and/or tubs have a hot water supply of at least 110 degrees Fahrenheit?				
4.2	Are household waste pipes in operating condition and connected to a public sewer system or to an approved private disposal system?				
4.3	Are sewer clean-out openings capped with an approved plug?				
Sanitary Conditions for Trash, Recyclable Goods and Food Scraps					
5.1	Is the dwelling unit free of trash, recyclables and food scraps?				
5.2	Is there a durable, covered container outside for trash and food scraps?				
5.4.	Is the exterior of the dwelling free from trash and litter?				
5.4	Are there any junk motor vehicle on the property?				
5.5	If pets are housed in the yard, is it clean of pet waste?				
5.6	Are pets registered with the City of Dallas?				

Code Information		
4.1	provide and maintain, in operating condition, water heating equipment that supplies hot water at a minimum temperature of 110° F., measured at the water outlet	27-11 (f)(4)©

SAMPLE

Rental Housing Inspection Checklist

Rev 12/16/2016, R. Curry

Pests and Infestation		Answer			Notes
		Y	N	NA	
6.1	Is the home free of visual evidence of pests such as cockroaches, ants, rats, mice, bats, etc.?				
6.2	Is the home free of any visual evidence of bedbugs?				
6.3	Does a licensed pest control operator take measures to address pests and infestation?				
Heating and Air Conditioning					
7.1	Is the heating equipment in operating condition and capable of maintaining a room temperature of at least 15 degrees warmer that the outside temperature but in no event lower that 68F in each habitable room?				
7.2	Is the refrigerated air in operating condition and capable of maintaining temperature of at least 15 degrees cooler than the outside temperature, but in no event higher than 85F in each habitable room?				

Code Information		
6.3	Where evidence of an infestation exists, the owner of a building, structure, or property, including a vacant or occupied one- or two-family dwelling, or multifamily dwelling, shall eliminate the infestation using a person licensed under the Texas Structural Pest Control Act, as amended, and repair any condition that contributes to an infestation	27-11(i)(1)(A)

SAMPLE

Rental Housing Inspection Checklist

Rev 12/16/2016, R. Curry

Natural and Mechanical Ventilation		Answer			Notes
		Y	N	NA	
7.1	Does every habitable room have at least one window or door on an outside wall that can be opened for fresh air?				Get Building Code
7.2	Are bathrooms ventilated by a window that easily opens or by a fan that vents to the exterior of the building?				
7.3	Are clothes dryers vented to the exterior of the building?				Get Building Code
Lighting and Electricity					
8.1	Does each habitable room, bathroom, hallway and stairway of the dwelling have at least one electric lighting outlet controlled by a wall switch (unless not required by construction codes)?				Check BI
8.2	Are all electrical circuits and outlets maintained in operating condition?				
8.3	Is the electrical panel box in safe and operating condition?				
Appliances					
9.1	Are appliances supplied by the owner in operating condition?				

Code Information		
7.2	An owner shall maintain all natural and mechanical ventilation in habitable rooms in operating condition	
9.1	If appliances are provided in a rental dwelling unit, the owner shall maintain those appliances, including portable heating units, portable air conditioning units, cook stoves, refrigerators, dishwashers, garbage disposals, ventilation hoods, washing machines, and clothes dryers, and appliance connections, in operating condition.	

SAMPLE

Rental Housing Inspection Checklist

Rev 12/16/2016, R. Curry

Structural Conditions		Answer			Notes
		Y	N	NA	
10.1	Are all structural members free of deterioration so they are capable of safely supporting dead and live loads?				
10.2	Are exposed metal or wood surfaces protected with an application of paint or other weather-coating materials?				
10.3	Is the home structurally sound with no obvious signs of deficiencies or unsafe conditions?				
10.4	Is the home free of visual evidence of mold or mildew?				
10.5	Is the roof maintained in operating condition, free from leaks, holes charred or deteriorated roof materials, rotted wood, and any other unsafe conditions?				
10.6	Are gutters and downspouts, if any, in operating condition and safely fastened?				
10.7	Do windows have any broken or cracked glass?				
10.8	Are windows and doors sealed against drafts and moisture?				
10.9	Are interior walls, ceilings, doors or other surfaces free from peeling, chipping, flaking or abraded paint?				

Code Information		

SAMPLE