



Neighborhood Services Division
200 E Wood Street, Palatine IL 60067
(847) 359-9042

RENTAL DWELLING INSPECTION CHECKLIST



EXTERIOR

Exterior items do not apply to individual condo owners or owners of townhomes
where the association is responsible for providing maintenance

Building Exteriors

- Gutters and downspouts are in good condition and draining properly
- Lights shall be in good repair and give off adequate amounts of light
- All apartment main entry doors shall self-close and automatically lock
- All entry areas of multifamily buildings with an existing intercom system shall be maintained in good working condition
- Exterior surfaces shall have protective treatment which protects it from the elements
- Windows, doors and patio sliders shall be in sound condition, good repair and weather tight
- Roofs and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure
- Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road
- Screens on all windows must be installed between April 15th to October 15th
- Walls shall be free from holes, breaks, and loose or rotting material; and maintained weatherproof and properly surface coated where required to prevent deterioration
- Foundation walls shall be maintained plumb and free from open cracks or breaks

Decks / Sidewalks

- Stairs and walking surfaces shall be maintained in sound condition and good repair
- Handrails and guards shall be firmly fastened and capable of supporting normally imposed loads
- Sidewalk, walkways shall be kept in a state of proper repair

Balconies / Patios

- Storage on balconies and patios shall be limited to outdoor lawn furniture, potted plants or approved barbecue grills
- Balconies and joists are in good condition free from rotted material and capable of supporting the imposed dead and live loads
- Patios must be free from cracks or defects

Driveways and Parking

- Driveways must be in good condition and free from cracks or defects
- Parking spaces must have clear visible markings
- Motor vehicles must be parked on approved surface

Accessory Structures

- All accessory structures including detached garages, fences and walls shall be maintained structurally sound and in good repair

Garbage / Refuse Storage

- Dumpster enclosures must be maintained, structurally sound and in good condition
- Containers must be free from garbage overflow and lids covered
- Exterior ground must be free from accumulation of rubbish or garbage
- No rodent harborage

General

- All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon

NOTE:

This list includes most items covered in an inspection, but is not all inclusive.

Any and all work listed within this report may require a Village of Palatine building permit. Please contact the Village of Palatine Building Division at (847)359-9042 for any questions. It is the responsibility of the owner and management to obtain all necessary permits when required.