



**CITY OF WEST ORANGE, TEXAS**

**BUILDING INSPECTIONS DEPARTMENT**

2700 Western Avenue  
 West Orange, Texas 77630-6136  
 Ph (409)883-3468 \*\*\* Fax (409)882-0652

**RENTAL INSPECTION  
 CHECKLIST**

Rental Property Address	Inspection Date
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<b>ITEMS</b>	Compliance Verified	Not Applicable	<b>COMMENTS</b>
<b>Exterior &amp; Common Areas/Schedule A</b>			
<b>Building</b>			
Foundations are in good solid condition.			
Exterior paint showing no signs of damaging deterioration.			
Exterior walls are free of major cracks and erosion.			
Walkways are safe.			
Roofs are in good repair.			
Gutter and downspouts are unclogged and in good condition.			
Staircases are sound and in good condition.			
Guardrails and handrails are in good condition.			
Exterior lighting is in good working order.			
Electrical service panels, meters and enclosures are in good condition.			
Decks and balconies are in good, solid condition.			
Address numbers are visible from street.			
<b>Doors &amp; Locks</b>			
Solid core doors are installed.			
Entry doors are equipped with deadbolt locks and passage door locks with deadlocking latches. All locks work.			
All exterior doors open and shut properly.			

Single-family Unit Inspection  
 SELF-INSPECTION CHECKLIST

<b>ITEMS</b>	Compliance Verified	Not Applicable	<b>COMMENTS</b>
Sliding patio doors work properly, including all locking and latching mechanisms.			
<b>Landscaping</b>			
The property landscaping is being properly maintained and is free of litter.			
<b>Fire Extinguisher(s)</b>			
Fire extinguisher(s) are provided, if required, and installed according to the State Fire and Safety Codes.			
<b>Exiting</b>			
Exits are clear and unobstructed all the way to the public right-of-way.			
<b>Garbage/Recycling Materials</b>			
Garbage service and sufficient garbage containers are provided on site.			
<b>Fences and Gates</b>			
Property fences and gates are in good working order.			
<b>Laundry Rooms</b>			
Interiors are clean and facilities are maintained in good condition.			
<b>Pools</b>			
Swimming pool gates and enclosures are in compliance.			
Swimming pool is clean.			
<b>Sewer</b>			
Cleanout lines are unobstructed and in good condition.			
<b>Interior/Schedule B</b>			
Floor covering is free of trip hazards.			

Single-family Unit Inspection  
 SELF-INSPECTION CHECKLIST

ITEMS	Compliance Verified	Not Applicable	COMMENTS
Electrical outlets are functional and have cover plates.			
Light switches function and have cover plates.			
Overhead lighting is operational and in good repair.			
Windows and windowpanes are intact, unbroken and not cracked.			
Windows are equipped with proper locking devices.			
Windows, with screens, are in good condition.			
Stove burners and oven work safely with functioning door and knobs that turn completely on and off.			
Gas stove is free of gaseous odors.			
Stove hood/filter and fan are working properly.			
The dishwasher functions properly.			
The garbage disposal is in good working order.			
The kitchen sink and faucets drain properly and are free from leakage.			
The refrigerator is in good working order.			
Window screens are in good condition.			
<b>Smoke Detectors/Hallways &amp; Bedrooms</b>			
Smoke detectors are installed in hallways and sleeping rooms.			
All smoke detectors are in working order.			
To insure that smoke detectors have been inspected annually, the owner/or on-site manager will keep in unit the file documentation that states the date the smoke detectors were last serviced and if possible, the signature of the resident, along with the maintenance personnel and owner/or on-site manager. In addition to installing smoke detectors, it is <b>recommended</b> that at least one carbon monoxide detector be installed in each residential unit.			
Note: If there are window bars, they are correctly installed and have the required release mechanisms approved by the WOVFD.			

ITEMS	Compliance Verified	Not Applicable	COMMENTS
<b>Bathroom 1</b>			
The ceiling exhaust fan is in good working condition.			
The sink, bathtub and toilets drain properly and are free of leaks, including faucet handles.			
The toilet is secure.			
The sink, bathtubs and/or shower surrounds are in good condition.			
Towel bars and accessories are secure.			
<b>Other Important Items</b>			
<b>Electrical System Requirements</b>			
The unit has no exposed or bare live wires.			
Use of extension cords and electrical adapters are not overloading the circuit.			
If the building was constructed in 1960 or earlier, the fuses in the panel box that serves each unit is rated at least 15 amps.			
<i>Note: If the fuses are greater than 15 amps and the unit was built in 1960 or before, an electrical danger is present unless the wiring has been updated. The City strongly recommends that you contact an electrician if you are not sure about the proper fuses for the building or units.</i>			
Sub-panels are labeled and breakers are in proper working condition.			
<b>Plumbing and Mechanical Requirements</b>			
Electrical or gas heaters are functioning properly.			
The water heater is in working order supplying water at a minimum of 120° F.			
The water heater has a working temperature and pressure relief valve including a proper drain line on the pressure relief valve.			
Gas lines have shut-off valves at the appliance connection.			
All service gas lines are free of leaks.			
The vent pipes that serve gas heating appliances are terminated above the roofline with vent caps. (Direct vent heaters are exempt.)			

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<b>Mold</b>			
There is no visible mold in the unit.			
Information: If mold is found, assess the situation the cleaning and/or using a professional mold abatement company to refinish all deteriorated surfaces and remedy the water intrusion problem. If mold is resident-caused, after addressing the problem, the City of West Orange recommends that you give your tenants a "Mold Notification Addendum" to add to your rental agreement. This addendum should inform residents about mold and their responsibilities to prevent mold growth and how to inform owner of possible water intrusion/mold in the unit.			
<b>Vector (insects, rodents and/or other pests)</b>			
Property is free of infestations.			

Date Inspected	
Inspector's Signature & Title	Date
Owner's/Agent's Signature	Date